



Erasmus+
KA107-International Credit Mobility (ICM)
Gaziantep University (GAUN), Turkey

Guide For
Partners & Applicants

www.gantep.edu.tr

incetahtaci@gantep.edu.tr

CONTENT

1. ABOUT ERASMUS + ICM.....	3
2. ERASMUS + ICM COORDINATOR & PARTNERS.....	4
3. GRANTS.....	6
4. SELECTION PROCEDURE.....	7
5. HOW TO APPLY- STUDENTS.....	8
6. HOW TO APPLY-STAFF	11
7. FURTHER INFORMATION	12

1. ABOUT ERASMUS + ICM

30 years ago, Europe funded the Erasmus Programme which has enabled over three million European students to spend part of their studies in another higher education institution throughout Europe. Erasmus+ now opens up these opportunities, allowing mobility from and to other parts of the world.

International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed in a higher education institution (HEI), from a Programme Country to a Partner Country or vice versa. ICM promotes full academic recognition of studies and supports cross-border cooperation between higher education institutions. It brings students the possibility to study abroad with credit recognition at the sending university.



Student mobility for studies, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months.

Staff mobility for teaching for academic staff and invited staff from non-academic organizations to teach at a partner higher education institution (HEI) abroad. The mobility period is 5 days + 2 travel days.

Staff mobility for training for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI. The mobility period can last from 5 days to 2 months. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organization located in a Programme Country.

Roles and responsibilities

Participating organisations involved in the mobility project take on the following roles and responsibilities:

- ❖ The applicant organization (always the Programme Country HEI) submits an application to its NA on behalf of its partner(s). The applicant can also apply on behalf of a consortium of several partners from the same Programme Country.
- ❖ Once selected the beneficiary organization (always the Programme Country HEI) signs and manages the grant agreement, and reports at the end of the project. The beneficiary is financially responsible for the entirety of the grant.
- ❖ The sending organization (from either a Programme or a Partner Country) is responsible for selecting the students and staff and sending them abroad. This includes preparation, monitoring and recognition activities.
- ❖ The receiving organization (from either a Programme or a Partner Country) hosts the students and staff from abroad, providing support during their stay.

2. OUR ERASMUS + ICM PARTNERS

Gaziantep University is coordinator of Erasmus+ ICM Project with University of The Gambia, Gambia, Al-Azhar, Egypt, SIMAD University, Somalia, University of Monastir, Tunisia, Jordan University of Science and Technology, Yarmouk University, for 2019 call.

Students, teaching and administrative staff from Gambia, Jordan, Tunisia, Somalia, and Egypt are welcome to involve in ICM project with Gaziantep University vice versa.

Type of mobility:

Under the contract, only Student Mobility for Studies (SMS), Staff Teaching and Training Mobilities are approved!

Duration of the Project: 36 months

Start date: 01/08/2019

End date: 31/07/2022

Contract number: 2019-1-TR01-KA107-073684

Partner Institutions:

Gambia

Incoming in total	7
-------------------	---

Outgoing in total	2
-------------------	---

Type of Activity		Participant
------------------	--	-------------

Teaching Activity	incoming	3
-------------------	----------	---

Student Mobility	incoming	3
------------------	----------	---

Teaching Activity	outgoing	2
-------------------	----------	---

Training Activity	incoming	1
-------------------	----------	---

Egypt

Incoming in total	4	
Outgoing in total	4	
Type of Activity		Participant
Teaching Activity	incoming	2
Student Mobility	incoming	2
Teaching Activity	outgoing	2
Student Mobility	outgoing	2

Somalia

Incoming in total	4	
Outgoing in total	2	
Type of Activity		Participant
Teaching Activity	incoming	2
Student Mobility	incoming	2
Teaching Activity	outgoing	2

Tunisia

Incoming in total	6	
Outgoing in total	5	
Type of Activity		Participant
Teaching Activity	incoming	3
Student Mobility	incoming	3
Teaching Activity	outgoing	3
Student Mobility	outgoing	2

Jordan

Incoming in total	6	
Outgoing in total	6	
Type of Activity		Participant
Teaching Activity	incoming	3
Student Mobility	incoming	3
Teaching Activity	outgoing	3
Student Mobility	outgoing	3

3. GRANTS

Mobility of students to/from partner countries

Origin	Destination	Monthly Allowance
Gaziantep University	Partner Country	700 €
Partner Country	Gaziantep University	800 €

Mobility of teaching and administrative staff to/from partner countries

Origin	Destination	Daily Allowance
Gaziantep University	Partner Country	180 €
Partner Country	Gaziantep University	140 €

Travel grant for students and staff

The only contribution to the travel expenses (round trip) is determined by the distance between the place of study / work and the place where the activity is carried out, as follows:

Distance in kilometers	Travel grant for round-trip
< 100 km	20 € per participant
100 - 499 km	180 € per participant
500 - 1999 km	275 € per participant
2000 - 2999 km	360 € per participant
3000 - 3999 km	530 € per participant
4000 - 7999 km	820 € per participant
8000 km	1.500 € per participant

Travel distances must be calculated using the distance calculator provided by the European Commission:

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

Tuition Fee

Students do not pay any tuition fees to the receiving institution during the programme, but they continue to pay the obligatory tuition fees to their sending institutions if there are any.

They do not pay any extra fees to the receiving institution within the scope of the exchange programme.

SELECTION CRITERIA

Eligibility assessment of all applications will be carried out by the sending university but receiving institution must be involved. The selection must be fair, transparent and well-documented. The sending and the receiving institution should have a common understanding regarding selection of participants and should have set a basic timeline.

For Students;

- ✓ To be studying at associate's degree, bachelor's degree, master's degree or PhD degree programmes at a higher education institution,
- ✓ The student should have at least 30 ECTS course load,
- ✓ Grade Point Average (GPA) of associate's degree and undergraduate students must be at least 2,20 out of 4,00,
- ✓ Grade Point Average (GPA) of graduate students (MA, PhD) must be at least 2.50 out of 4,00,
- ✓ 50% language score + 50% GPA (grade point average)
- ✓ If the student has a disability, s/he should be prioritized.

For Staff;

- The staff should have at least B1 level competence in English language.
- If the staff has a disability, s/he should be prioritized.

4. HOW TO APPLY - STUDENTS

If you would like to be an Erasmus+ student at The University of Gaziantep, your sending university should have an active Erasmus+ Inter-institutional Agreement in the relevant field of study at GAUN. If two institutions have an agreement, then you need to be nominated by your sending university to study at GAUN for the planned period of study. If GAUN does not have an Inter-institutional Agreement with your sending university, you cannot benefit from the mobility opportunity.

Students will apply to their university's responsible department to be selected as an exchange student under Erasmus+ Student Mobility Programme. After the selection of the student a nomination e-mail will be sent to the receiving university.

After receiving university receives the nomination e-mail from your sending university, you can start to prepare the documents below and send it by email to your receiving university.

- ✓ **Application Form:** It must be fully completed and signed by the student, departmental coordinator and institutional coordinator.
- ✓ **Official Transcript:** It must be in English and with university stamp.
- ✓ **English Proficiency Document:** This document can be an internationally recognized exam result or a statement issued by the sending university.
- ✓ **Learning Agreement:** It should not be filled by hand and should be signed by the student and coordinators.
- ✓ Copy of Passport Personal Information Pages
- ✓ One Scanned Form of Passport Sized Photo: It will be used for the student identification card at GAUN.
- ✓ Scanned Form of National ID or Student Card

After You Are Selected to Erasmus+ Student Mobility

International Relations Office (Erasmus+ Office) will send an email to your Receiving University and nominate you.

You need to contact them for necessary documents or they may also send to you an email.

Almost all universities ask for similar documents but the most general documents are below;

-Application Form

-Learning Agreement, 30 ECTS for each semester

-Accommodation Application Form

-Online Application (if necessary)

After you fill the forms please sign the necessary parts and ask your departmental coordinator to sign each page and write the date. If there is a space left for -Erasmus+ Office- please ask them to sign and stamp. All documents need to be send by email and if necessary by post to Receiving University. A copy of all prepared documents must be kept by students till the end of their Erasmus life and a copy must be delivered to our GAUN Erasmus+ Office. You can find more information from <http://erasmus.gantep.edu.tr/index.php>

After students send all the documents, s/he will receive an Acceptance Letter that must be delivered to Erasmus+ Office as soon as students get it. Being selected and nominated to any university does not ensure students participation to program without receiving an **Acceptance Letter**.

Then, visit Embassies web pages for visa and prepare all documents. Students are responsible for all applications and visa procedures.

Student Visa in Turkey

Students should apply for student visa as soon as they receive their acceptance letter and other relevant documents from the receiving university. After receiving the visa, please don't forget to send a copy of it to receiving university's International Relations Office.

For detailed information about the visa, please visit the following website:
http://www.goc.gov.tr/icerik/visa_917_1059

For the list of Turkish Embassies and Consulates, please visit the following website:
<http://www.mfa.gov.tr/turkish-representations.en.mfa>

Insurance

Apart from the travel insurance which Turkish Consulates may ask, we strongly advise Incoming Erasmus+ Students not to pay for a health insurance in their country since it may not comply with Turkish regulations. Following your arrival, you can have your health insurance from Turkish Social Security Institution.

For detailed information about insurance, please visit the following website:
<http://www.sgk.gov.tr/wps/portal/sgk/en/home-page/mainpage>

During the Mobility

During your first week at your receiving institution you are allowed to add/drop or change some of your courses on Learning Agreement, if you want to make any changes fill in “During the Mobility Section” of Learning Agreement and get approval from your departmental coordinators at receiving and your sending university.

Upon your arrival, you should visit International Relations Office and Erasmus+ Coordinator at your faculty and bring;

- ✓ one copy of your **Learning Agreement**
- ✓ **Certificate of Attendance:** “Confirmation of Arrival” section will be filled and signed.

Accommodation

GAUN provides its students a wide range of accommodation opportunities. Incoming students can stay in private dormitories, hostels and houses. It should be noted that living costs in Gaziantep are cheaper than many other cities in Turkey. Approximate cost for accommodation is between 150-250 €.

Residence Permit

During your stay in Gaziantep, you are required to apply for Residence Permit within one month following your arrival in Turkey. Please note that it is the incoming students' responsibility to obtain this document. There is an Office at campus which will provide assistance to incoming students during this process. You can submit your online application for residence permit through the following link <https://e-ikamet.goc.gov.tr/>

Please collect the following documents before your appointment date:

- ✓ Print-out of Online Appointment
- ✓ Health Insurance Document
- ✓ Four Passport-Size Photos
- ✓ Passport and the Copy of the Passport
- ✓ Photocopies of the following pages of passport:
 - ▶ The page bearing the applicant's photo
 - ▶ The page stamped at the last entry
 - ▶ The visa page
- ✓ Student Certificate in Turkish and Official Document to be given by GAUN International Relations Office
- ✓ Residence Permit Fee Receipt: It must be paid online or to a Tax Office. For detailed information, please visit the following website_ [http://www.goc.gov.tr/icerik6/documents-for-residence-permit-fee-amount 917 1060 8868 icerik](http://www.goc.gov.tr/icerik6/documents-for-residence-permit-fee-amount-917-1060-8868-icerik)
- ✓ Address of your stay in Turkey

For general information about Residence Permit, please visit the following website

[http://www.goc.gov.tr/icerik/residence 917 1060](http://www.goc.gov.tr/icerik/residence-917-1060)

After Mobility

At the end of your mobility period at GAUN, please do not forget to submit/receive the following documents from/to GAUN International Relations Office:

- ✓ **After the Mobility Section of Learning Agreement:** It should not be forgotten to complete this section before your departure from receiving institution. The coordinators should sign the document.
- ✓ **Transcript of Records:** This document will be sent to you and to the International Office at your sending university after your departure.
- ✓ **Certificate of Attendance:** In addition to Duration Sheet, you will also receive an attendance certificate. “Confirmation of Departure” section will be filled and signed.
- ✓ **A copy of passport:** including exit and enter days
- ✓ **To complete the survey on Mobility Tool**
- ✓ **Proof of recognition**

5. HOW TO APPLY- STAFF

Within the framework of ERASMUS+ International Credit Mobility (KA107), all staff employed in partner higher education institutions can participate in Erasmus+ Staff Mobility Programme. This mobility includes teaching and training activities.

Teaching activities of an exchange staff **cannot** be less than total eight hours during the mobility. Academic activities like seminars, panels or conferences are not evaluated in this context. Academic staff mobility which does not include lectures cannot be regarded as mobilities. Within the **training activity**, there is no certain hours mentioned in the Guide Books; however, it is better to determine the training activities before and state them in the Training Programme. Teaching or training activity must be completed within 5 days (7 days including travel days) otherwise the mobility will be regarded invalid.

Application Documents for Staff

- Teaching or Training Agreement (TA) form for Staff

TA must be designed for at least 8 hours during the mobility and must include 5 working days+2 travel days. In total 7 days.

- Staff Application Form
- Curriculum vitae (CV)
- Articles in the related area
- Academic Portfolio (including courses, seminars, work plan in the related area)
- Document showing language level (if exists)
- Scanned form of Identity Card

6. GRANT PAYMENT

Outgoing students;

70% or 80% of total Erasmus Grant will be paid to students via bank transfer to their own bank account before they leave Turkey. After student's arrival, total days of the mobility will be calculated and rest of the grant will be paid. Dates in Passport and on Certificate of Attendance are calculated for payment. A student must spend at least 3 months under Erasmus+ Student Mobility in the receiving country. Please do not leave Turkey before you ensure your accommodation.

First thing to do after you arrive to Receiving University is to inform GAUN.

See; <http://erasmus.gantep.edu.tr/pages.php?url=belgeler-ve-formlar-application-forms-8>

and send by email to intloffice@gantep.edu.tr or fax to 0090 342 360 93 78.

7. FURTHER INFORMATION

For more information about the programme you can check the following website and documents:

https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/international-credit-mobility-handbook_en.pdf

For any additional information not provided in the documents or website, please do not hesitate to write to intloffic@gantep.edu.tr or incetahtaci@gantep.edu.tr

8.