ERASMUS + GENERAL APPLICATION GUIDE

INTERNATIONAL RELATIONS AND ERASMUS COORDINATOR

To our students:

ERASMUS + INFORMATION:

Our students have two types of Erasmus + (education and internship) opportunities.

Application Conditions:

* Being a full-time registered student in any of the formal education levels (first, second or third grade) within Istanbul Gedik University, (Foreign language preparatory class and scientific preparatory students cannot apply)

* The cumulative academic grade point average of the first student group (undergraduate) must be at least 2.20 / 4.00,

* The cumulative academic grade point average of second (master's) and third (doctoral) level students must be at least 2.50 / 4.00,

* Having sufficient course credit load durıng the period in which the student will taking their courses (the sufficient number of ECTS credits is accepted as 30 ECTS for each semester)

* If students have benefited from higher education transfer courses during Erasmus + and Lifelong Learning (LLP) within the current education level, the total duration of the new course load should not exceed 12 months.

22.10.2020

Application Form and Submission

You can access the application forms from the link: https://www.gedik.edu.tr/uluslararasi/erasmus-duyurulari/ogrencilerimiz-ve-erasmus

The application forms must be filled in via computer and submitted to the International Relations and Erasmus Coordinator within the announced application dates for each semester.

Application Criteria

* Academic success level (passing grade): 50% score (100 system).

* Language level: 50% (100 system)

Language level; The threshold is passed with a minimum score of 60 in the University-provided written foreign language proficiency exam, and the students who take the exam according to the two criteria above are ranked according to the faculty and institute quotas.

Basically, apart from these two criteria, the following criteria are also effective in the scoring system. This effect is as follows:

* For students with special needs (with certification): +10 points

* For each transfer credit previously benefited at the same level of education (with or without grant): -10 points

* Participating in the transfer credit in the country of citizenship: -10 points

* Students who were selected to carry out credits before but did not notify their waiver to the Erasmus Office within the given time: -10

* Candidates who apply for two transfer credits in the same semester -10 points

* For students who are selected for credit transfer: Not attending the meetings / trainings organized by the higher education institution regarding carry-out credits without an excuse (applies if the student applies again to Erasmus) - 5 points

** For children of martyrs and veterans (with certification): +15 points,

*** Students whose protection, care or shelter decision is taken within the scope of Social Services Law No.2828 (with certification): +10 points

**** Declaring that the studnts will or will not take the language exam without an excuse (applied if the student applies again to Erasmus): -5 points

22.10.2020

Process information

After taking the results of the Foreign Language Exam, our students enter the ranking of success after evaluating their Foreign Language Exam (50% of the score obtained) and Weighted GPA averages (50% of the score obtained over the 100-point system). Following the announcement, the International Relations and Erasmus Institutional Coordination Office sends the tansfer information mails to higher education institutions abroad, starting with the first of the three universities that our students choose during the application process. Higher education institutions provide our students with the Erasmus + Student Learning Mobility Criteria. After the evaluation according to the system, they send the acceptance letters if they find it appropriate. Students who receive the acceptance letter complete the course selection by comparing the courses they will take from the other institution with the course list of our university by collaborating with the Erasmus Department Coordinators with the guidance of the International Relations and Erasmus Institutional Coordinatorship. In the next process, as a result of the consultation of the International Relations and Erasmus Institutional Coordinatorship, the necessary information and documents (TEB Bank Euro Account, Health Insurance, flight ticket information, although not mandatory, visa and passport photocopies are delivered, and the grant agreement is signed in two copies), hence the process is completed.

Explanation of the Important Concepts in the Process

1. Average Grade (General Criteria)

• Students will apply with their current Weighed GPA. Students who do not have a Weighted GPA yet (1st year, 1st term student, transfer student, etc.) must submit a transcript again while sending their university transfer mails to be able to apply.

• After the end of the fall semester of the 2019-2020 academic year, the current Weighted GAPs to which the fall semester averages are added are minimum 2.20 / 4.00 for undergraduate students and 2.50 / 4.00 for graduate and doctoral students. Applications of students who cannot obtain their average will be considered invalid.

2. Training Types and Duration Learning Activities:

Educational training:

• Training is that the student enrolled in a higher education institution performs part of his / her education in a higher education institution abroad, which is a partner with an inter-institutional agreement. The training period can be between 3 and 12 months, which can be completed in the same academic year, valid separately for each education level (undergraduate, graduate, doctorate). Whether a student receives a grant or not does not change this rule and duration.

Internship Training:

• It is the process of a student enrolled in a higher education institution to receive vocational training and / or gain work experience within a business or organization in another country participating in the program.

The duration of the training is between 2 and 12 months, valid separately for each education level (undergraduate, graduate, doctorate). Internship training can be carried out within 12 months after graduation in each class and in the last years of study programs. In the internship training to be carried out after graduation, the student application must be made before the student graduates (when he / she is currently an associate, undergraduate or graduate student). Graduated students cannot apply. Whether a student receives a grant or not does not change this rule and duration.

3. Foreign Language Score (Required for both education and internship.)

Students who want to benefit from the training must have a minimum foreign language score of 60/100. The designated exam is held at our University on the date and time specified in the announcement. The exam takes place in two sessions. Students who pass the first session proceed to a speaking exam in the second session.

4. Internship Acceptance Letter (It should be examined especially for internship transfer.)

The acceptance letter format is generally as follows. It is subject to the same features for education (General criterion).

• It is recommended to contact the relevant institutions / businesses as soon as possible, as it may take time to obtain the letter of acceptance and it is the student's own responsibility.

• The acceptance letter should be prepared using the letterhead paper of the relevant institution (including the institution's contact information). It must have the name, surname, signature, stamp and seal of the internship advisor (mentor). In addition, the start-end date of the internship and the content of the internship should also be included.

• The places where you will do your internship can be any institution, organization or university related to your field in any country you want, provided that they are Erasmus program countries. European Union Institutions and EU agencies, organizations that run EU programs and receive grants in this context, our national diplomatic representations in the host country (such as embassy and consulate) are not eligible for internship tansfer.

• Internship transfer training period is between 2 and 12 months. It is not possible to do an internship within a deadline that you have to attend classes. You should decide your date range by considering these times.

5.University Preferences and Placement (It should be examined especially for education.)

• Before our students make their university choices, they can find the Erasmus agreements of their departments under the title of “Accepted Universities” in the Erasmus section of our university web page-International tab.

The language of instruction of the contracted institution may not be English, and students may be requested to submit a language certificate showing their proficiency in another language. It is the students' responsibility to research the languages of instruction of the universities.

- The department with which an agreement is made may not be exactly the same department as the department where the student is studying at Istanbul Gedik University. However, it is the students' responsibility to find a course that will meet the required ECTS (European Credit Transfer System) load. Therefore, before making a choice, the Erasmus web page of the relevant institution should be examined and information about the courses offered to Erasmus students should be obtained.

It is the responsibility of the student to examine the application requirements of the institution of preferrence. Students who cannot meet the application requirements of the institution of their choice may not be accepted by the relevant institution.

Grant Amounts:

• For the first payment, 80% of the total grant, calculated according to the projected total training period, is paid.

• The second installment is made at the end of the education period, taking into account the participation certificate given to the student, the exact duration of the training, and the level of success and fulfillment of the student's responsibilities. There is a reduction in the grants of students who do not fulfill their responsibilities and/or fail.

• In the planning to be made before the transfer starts, the upper limit for the duration and the grant is determined according to the information and documents such as the academic calendar in the institution to be visited, the periods in the invitation letters of the students.

• When the training is completed, the total final grant of the student is recalculated based on the actual duration of the training abroad and the student's level of fulfilling his/her responsibilities. The exact duration of the training is calculated according to the training start-end dates in the participation certificate and the entry-exit dates in the passport.

Countries where student mobility activities can be carried out are divided into 2 groups according to their living standards and monthly education and internship grants are determined for country groups. Country groups and monthly grant amounts to be given to the students going to these countries are given in the table below.

Country Groups

1st and 2nd Group Program Countries

United Kingdom *, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,

Monthly Grant Tuition (Euro)

500

Monthly Grant Internship (Euro)

600

2nd Group Program Countries

Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

Monthly Grant Tuition (Euro)

500

Monthly Grant Internship (Euro)

600

Useful Links

• International Relations and Erasmus Institutional Coordinator: https://www.gedik.edu.tr/uluslararasi/erasmus-duyurulari

• European Commission / Education: www.ec.europa.eu/education

• National Agency of Turkey: www.ua.gov.tr

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