

## 2024-2025 ACADEMIC YEAR ERASMUS+ STUDENT STUDY MOBILITY INFORMATION GUIDE

Information regarding the Erasmus Student Mobility for Studies can be found below. Applications typically begin in February-March each year. The mobility schedule is published prior to the start of the application period.

**HOW TO APPLY?** Applications are submitted online via <https://turnaportal.ua.gov.tr> using e-Government login credentials. To apply, candidates must upload all required documents as specified in the announcement. Applications with missing documents will be considered invalid.

### HOW TO APPLY?

Applications are submitted online through the e-government portal at <https://turnaportal.ua.gov.tr> using e-Government user credentials. Candidates can apply by uploading all the documents specified in the announcement completely to the system. Applications with missing documents will be considered invalid.

### APPLICATION DOCUMENTS

1. Transcript: An up-to-date transcript signed and stamped from the Student Affairs Office must be uploaded to the system. Candidates should check the cumulative grade point averages automatically retrieved from the e-government in the Erasmus application system and manually enter the GPA from the Student Affairs Office if it differs from the uploaded transcript.
2. Disability Status: Candidates with disabilities must upload their Disability Health Board report to the system.
3. Child of Martyrs or Veterans: Candidates who are children of martyrs or veterans must upload relevant documentation to the system.
4. Students under the Protection of Law No. 2828 and Law No. 5395: Relevant candidates must upload a document from the Ministry of Family and Social Policies confirming that they have a protection, care, or shelter decision under Law No. 2828.
5. Foreign Language Result Document: Candidates may use valid scores from the YDS, e-YDS, YÖKDİL, or other foreign language exams recognized by ÖSYM, which must be no older than five years, instead of taking the Erasmus foreign language exam organized by our university. Candidates who wish to use their scores must upload their foreign language exam result documents to the system by the application deadline. Candidates using these scores must have a minimum score of 60 out of 100 in the English language exam.

Candidates who do not have valid scores from YDS, e-YDS, YÖKDİL (valid for the last 5 years), or other exams recognized by ÖSYM must take the foreign language exams. The classrooms where the exams will be held will be announced later on the university's official website.

### Note:

The Erasmus English Language Exam is organized annually by the School of Foreign Languages (YDYO)

Candidates applying must ensure the accuracy of all information in the documents they have entered into the system; they accept responsibility for any errors. In this case, their applications will be deemed invalid.

### **Students can participate in the following activity:**

**Study Mobility:** Students can engage in study mobility at higher education institutions in countries related to the programs that have bilateral agreements with Istanbul Gedik University as part of their diploma programs at any level of education.

### **Who can apply?**

To participate in the activity, students must meet the following minimum requirements:

1. The student must be a full-time student enrolled in a higher education program at Istanbul Gedik University in any formal education level (associate, undergraduate, master's, or doctoral).
2. a) Undergraduate students (associate and bachelor's) must have a weighted grade point average (GPA) of at least 2.20/4.00.  
b) First-level students (associate and bachelor's) who do not yet have a transcript cannot apply.  
c) Master's and doctoral students must have a weighted GPA of at least 2.50/4.00.
3. Students must have a sufficient number of credits or courses that are equivalent to the required ECTS (European Credit Transfer and Accumulation System) load for study mobility (60 ECTS for one academic year; 30 ECTS for one semester in a two-semester academic year). For master's and doctoral students who are in their thesis period and do not have a course load, a study agreement can be arranged based on a non-course workload of 30 ECTS for one academic term.
4. If students have benefited from higher education mobility activities in the Erasmus+ periods of 2014-2020 and/or 2021-2027, the total duration should not exceed 12 months when combined with the new activity.
5. Students who wish to benefit from Erasmus+ study mobility without a grant must also apply.

### **Selection Criteria:**

1. **Academic Success Level:** 50% of the current transcript (Cumulative Grade Point Average) on a 100-point scale from the application date will be considered (calculated according to the equivalences of grades in the 4-point system as determined by YÖK).
2. **Language Proficiency:** Candidates must have a minimum English language score of 60. Language scores are calculated as 50% of the points from the foreign language exam conducted on the date specified in the application announcement or scores from YDS, e-YDS, YÖKDİL (valid for the last 5 years), or other language exams recognized by ÖSYM (also valid for the last 5 years).
3. **Disabled Students:** A total of 10 points will be added to the scores of students benefiting from the Erasmus+ Program, provided their disability is documented. To qualify for prioritization, the student must upload their Disability Health Board report as per the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, No. 30692.
4. **Children of Martyrs and Veterans:** A total of 15 points will be added to the scores of children of martyrs and veterans, provided they upload the relevant documents to the system. Priority is given to the spouses and children of combat veterans, martyrs, and those who, according to

Article 21 of the Law No. 3713 dated April 12, 1991, were injured, disabled, killed, or died as a result of terrorism while performing their duties as public officials, as well as to the spouses and children of civilians who died or were disabled as a result of the coup attempt on July 15, 2016.

5. **Students under Protection:** Students with protection, care, or shelter decisions under the Social Services Law No. 2828 and the Child Protection Law No. 5395 will receive an additional 10 points. To qualify for prioritization, the student must upload a document from the Ministry of Family and Social Policies confirming their status under Law No. 2828.
6. **Internship Acceptance Letters:** Candidates who submit and upload an internship acceptance letter aimed at improving digital skills (DOTs) will receive an additional 5 points. Internships that involve one or more of the following activities are considered for this purpose:
  - Digital marketing (e.g., social media management, web analytics), digital graphics, mechanical and architectural design; application, software, and code or website development; installation, maintenance, and management of information systems and networks; cybersecurity, data analytics, data mining and visualization; programming, robotics, and artificial intelligence training. General customer service, request creation, data entry, or routine office tasks do not qualify.
7. **Previous Beneficiaries:** Students who have previously benefited from Erasmus+ (2014-2020 or 2021-2027) will have 10 points deducted from their total score for each previous activity (whether for study or internship and whether funded or unfunded) when calculating their points.
8. **Mobility in Home Country:** A deduction of 10 points will be applied to the total scores of students participating in mobility in their home country.
9. **Withdrawal from Selected Mobility:** Students who are selected for mobility but fail to attend without a valid reason (students must document any valid reasons) will have 10 points deducted from their total score in future Erasmus applications.
10. **Study and Internship Applicants:** In the evaluation of candidates who apply for both study and internship mobility, if a student has not previously benefited from mobility, their total score will be calculated by deducting 10 points from the score of their second preferred type of mobility.
11. **Simultaneous Applications:** If a student who has previously benefited from mobility applies for both study and internship activities simultaneously, a deduction of 10 points will be applied for each previous activity according to their preference letter, along with an additional deduction of 10 points for the second type of mobility applied for. Deductions will be made from the student's total score.
12. **Meetings and Trainings:** Selected students must attend meetings, trainings, and language courses organized by the Office of International Relations and Erasmus Coordination. If they fail to attend without a valid reason (students must document any valid reasons), 5 points will be deducted from their total score in future Erasmus applications.
13. **Language Exam:** Students who declare their intention to take the language exam but fail to attend without a valid reason (students must document any valid reasons) will have 5 points deducted from their total score in future Erasmus applications.

14. **Disaster Zone Residents:** Students who reside in disaster areas declared after the earthquakes on February 6, 2023, and are registered at higher education institutions in different provinces will receive a +10 point prioritization when applying for Erasmus+ student (study/internship) mobility.

#### Selection Criteria and Weighted Score Table

Ölçüt	Ağırlıklı Puan
Akademik başarı düzeyi	%50 (toplam 100 puan üzerinden)
Dil seviyesi	%50 (toplam 100 puan üzerinden)
Şehit ve gazi çocuklarına	+15 puan
Engelli öğrencilere	+10 puan
2828 Sayılı Sosyal Hizmetler Kanunu ile 5395 sayılı Çocuk Koruma Kanunu Kapsamında haklarında korunma, bakım veya barınma kararı alınmış öğrencilere	+10 puan
Başvuru esnasında staj yeri kabul mektubu sunma	+10 puan
Dijital becerileri geliştirmeye yönelik stajlar (DOTs) önceliklendirilir	+5 puan
Daha önce yararlanma (hibeli veya hibesiz)	-10'ar puan (aynı öğrenim kademesindeki her bir faaliyet için)
Vatandaş olunan ülkede hareketliliğe katılma	-10 puan
Hareketliliğe seçildiği halde süresinde feragat bildiriminde bulunmaksızın hareketliliğe katılmama	-10 puan
İki hareketlilik türüne birden aynı anda başvurma (öğrencinin tercih ettiği hareketlilik türüne azaltma uygulanır)	-10 puan
Hareketliliğe seçilen öğrenciler için: Yükseköğretim kurumu tarafından hareketlilikle ilgili olarak düzenlenen toplantılara/eğitime mazeretsiz katılmama (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır)	-5 puan
Dil sınavına gireceğini beyan edip mazeretsiz girmeme (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır)	-5 puan

#### Student Selection:

To be eligible for selection under the study mobility program, candidates must have a minimum English language score of 60.

For students who meet the language proficiency requirement, selection will be conducted based on the evaluation criteria and weighted scores mentioned above. Students will be chosen from within their respective faculties, vocational schools, and the Graduate School of Education based on the highest scores, in accordance with the allocated quotas for each faculty. Only those who surpass the threshold and achieve the highest scores will be selected, subject to budget constraints.

While students' preferred universities will be prioritized, the availability of spots and the possibility of not being accepted by the host university will be taken into account. In such cases, correspondence will be made with other universities included in the agreement. Istanbul Gedik University reserves the right to assign candidates to a university other than their preferred choice in case of a necessity.

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

Students pursuing a non-thesis master's degree at our university are not eligible to apply for Erasmus study and internship mobility announcements.

#### **Duration of Student Mobility:**

Activities will be carried out in accordance with the minimum and maximum durations set by the European Commission. The minimum duration for study mobility is 2 full months or 1 trimester, while the maximum duration is 12 full months.

#### **GENERAL RULES**

1. **Minimum Duration Requirement:** If the mobility duration is below the minimum requirement, no grant payment will be made for that mobility, and any initial grant payment must be repaid. The student will be reported in the Beneficiary Module.
2. **Documentation Requirement:** Failure to submit documents proving participation in mobility (such as a participation certificate or a post-return transcript) will result in the mobility being considered invalid, and no grant will be paid; any initial grant payment must be repaid.
3. **Candidate Status:** Selected students will initially be considered candidates. The official list will be determined by the Coordinatorship and published on our university's website after being recorded by the Erasmus Commission.
4. **Non-Participation Consequences:** Students selected under a grant agreement who do not carry out their activities during that agreement period cannot be included in the next grant agreement under "acquired rights." Students will be selected for each agreement period based on the eligibility criteria applicable at that time. Students who do not complete their activities within the relevant agreement period must reapply and be selected if they wish to participate in future activities.
5. **Responsibility of the University:** Istanbul Gedik University's International Relations and Erasmus Coordinatorship cannot be held responsible for students not receiving acceptance from the host university after their applications.
6. **Mandatory Orientation:** Students eligible for the Erasmus+ Program must attend the information and orientation meetings organized by our Coordinatorship. Students who do not attend these meetings without a valid excuse will have 5 points deducted from their total score when reapplying for Erasmus.
7. **Submission of Documents:** Students benefiting from the Erasmus+ Program are required to submit all related documents to our Coordinatorship within 1 month before (such as Learning/Internship Agreement, Visa, Health Insurance, Euro Account Notification Form, etc.) and within 1 month after (such as Participation Certificate, Transcript, Passport Entry-Exit records, etc.) their mobility.
8. **Objection Period:** The period for appealing the selection results is 3 days from the date the results are announced on our university's website. Appeals made after this date will not be considered.
9. **Withdrawal Deadline:** The withdrawal period for students is 7 days from the date the selection results are announced on our university's website. After this period, if a student withdraws without a force majeure reason (students must document any force majeure), and if all

procedures have been completed for mobility, a 10-point deduction will be applied to their total score upon reapplication for Erasmus.

10. Non-Communication: Students who do not contact our Coordinatorship within one week of being notified of their candidate status at the communication addresses (email addresses and phone numbers) stated in their application form will be considered to have waived their right to participate, in order to avoid depriving other applicants of their rights. They will be replaced by the next candidate on the results list.
11. Withdrawal Notification: Students who notify our Coordinatorship of their withdrawal (via email or phone) after being informed of their candidate status but fail to submit their written application within a week will also be considered to have waived their rights, to avoid depriving other applicants of their rights. They will be replaced by the next candidate on the results list.
12. Document Submission Responsibility: Students applying must upload all required documents to the system as requested by our Coordinatorship. Candidates accept responsibility for the accuracy of the information in their application documents; any inaccuracies will invalidate their application.
13. Communication Responsibilities: The email address and phone number provided in the application form will be used for communication between the applicants and our Coordinatorship. Therefore, applicants must provide a current email address, phone number, and a phone number of a first-degree relative. The candidate is responsible for any inability to communicate via the provided contact addresses.
14. Responsibility for Travel: Students are responsible for their travel arrangements, accommodation abroad, passport and visa processes. If any documents required by national or other relevant authorities for visa and passport purposes need to be prepared by Istanbul Gedik University, these will be organized by the university. Students whose visas are rejected will not be issued any documents again unless they provide a valid excuse to our Coordinatorship.
15. Academic Performance Assessment: The International Relations and Erasmus Coordinatorship will evaluate students who do not pass at least two-thirds of the courses listed in their Learning Agreement as unsuccessful. A 30% deduction will be applied to the total grant for unsuccessful students. If the initial installment exceeds 70% of the final grant amount, the excess will be recovered from the student.

## QUOTAS AND GRANTS

The number of available spots is an estimate and is determined based on the Erasmus+ Program's "Study" and "Traineeship" mobility budget allocated to us by the National Agency for each contract period, as well as the number of past mobilities in academic units. The estimated mobility quotas for student study mobility are as follows:

TAHMİNİ KONTENJAN	
BİRİM	SAYI
Hukuk Fakültesi	1
İktisadî, İdari ve Sosyal Bilimler Fakültesi	1
Mimarlık ve Tasarım Fakültesi	1
Mühendislik Fakültesi	1
Sağlık Bilimleri Fakültesi	1
Spor Bilimleri Fakültesi	1
Meslek Yüksekokulları ve Lisansüstü Eğitim Enstitüsü	1

In the event that there are no applications for the grant quotas determined by the academic units, or if the students allocated grants decide to withdraw, the undistributed grant amounts will be fairly and transparently redistributed to other academic units.

The grant amounts are as follows, and students may participate in Erasmus+ study and internship mobility activities without receiving a grant if they wish. Students without grants will also undergo a general evaluation alongside other applicants and will go through the same process as grant recipients. The difference for students without grants is that they will not be included in the budget calculations, and no payments will be made to them. Not receiving a grant does not justify the exclusion of a student from the selection process.

Ülke grupları	Misafir Olunacak Ülke	Aylık Hibe Öğrenim (Avro)	Aylık Hibe Staj (Avro)
1. ve 2. Grup Ülkeler	Almanya, Avusturya, Belçika, Danimarka, Finlandiya, Fransa, Güney Kıbrıs, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Yunanistan	600	750
3. Grup Ülkeler	Bulgaristan, Çek Cumhuriyeti, Estonya, Hırvatistan, Kuzey Makedonya, Letonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Slovakya, Slovenya, Türkiye	450	600

### Student Additional Grant Support

Disadvantaged participants may receive Additional Grant Support in addition to their entitled grant. To qualify for this grant, a disadvantaged participant is defined as an individual with limited economic and social resources who fits into the following subcategories:

1. Individuals subject to Law No. 2828 (those for whom a protection, care, or accommodation decision has been made by the Ministry of Family and Social Services in accordance with Law No. 2828).
2. Students for whom a protection, care, or accommodation decision has been made under Law No. 5395 on Child Protection.
3. Orphans who do not have parental income and receive orphan's pension.
4. Children of martyrs and veterans.
5. Individuals receiving support payments for themselves or their families (it is sufficient for the student to present a document proving that they received financial support from municipalities, public institutions, and organizations such as ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc. at the time of their Erasmus application).

6. Individuals with disabilities (those documented with a disability report from the Disability Health Committee, as published in the Official Gazette dated February 20, 2019, No. 30692, with a disability rate of at least 70%).
7. Students receiving disability or needy pensions under Law No. 2023, which pertains to the monthly payments to needy, weak, and orphaned Turkish citizens over the age of 65.

Grants from the Credit and Dormitories Institution and similar scholarships, as well as other grants, aids, and scholarships classified as success scholarships, and one-time aids are not considered eligible for this financial assistance. For students who meet the above criteria, and upon providing documentation of their situation, Additional Grant Support may be provided according to the following amounts based on the type of mobility:

#### **Type of mobility and Additional Grant Support Amount**

Student mobility between 2-12 months 250 € per month

#### **Green Travel Support**

Students who are eligible for mobility are encouraged to choose green travel options (such as trains instead of planes, buses, or traveling together in a single vehicle) to reduce carbon emissions and the environmental footprint of their mobility. Additional support may be provided at the discretion of the Istanbul Gedik University International Relations and Erasmus Coordination Office.

The support amount is determined according to the relevant provisions of the Erasmus Application Handbook and the Erasmus+ Program Guide for the corresponding contract year.

For any questions or issues encountered during your application, you can send an email to [erasmus@gedik.edu.tr](mailto:erasmus@gedik.edu.tr).

**Istanbul Gedik University**  
**International Affairs and Erasmus Coordinatorship**