



**Erasmus+ International Credit Mobility (ICM)
(KA171)**

Kırşehir Ahi Evran University, Turkey

Guide for Applicants

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1. ABOUT ERASMUS+ ICM

International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country to a Partner Country or vice versa, namely:

- **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 physical mobility period can last from 2 months (or one academic term) to 12 months.

- **Student mobility for traineeships**, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, recent graduates (who have applied during their last year of studies), as well as third cycle doctoral candidates. The mobility period can last from 2 to 12 months.

- **Staff mobility for teaching** for academic staff and for invited staff from non-academic organisations to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months (60 days) and can also be carried out as blended mobility.

- **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 and can also be carried out as blended mobility. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country.

Student and staff mobility can take place in any subject area or academic discipline. Moreover, HEIs are free to apply for staff mobility or student mobility, or any combination of the two. Staff teaching and training activities can be combined. A study period and a traineeship can also be combined, for a minimum of 2 months (**or one academic term**) and a maximum of 12 months.

2. GRANTS

- **Mobility of students to/from partner countries**

| Origin (Sending Institution) | Destination (Host Institution) | Monthly grant (grant per month) |
|---|---|--|
| Kırşehir Ahi Evran University | Partner Country | 700 Euro |
| Partner Country | Kırşehir Ahi Evran University | 800 Euro |

- **Mobility of teaching and staff training to/from partner countries**

| Origin (Sending Institution) | Destination (Host Institution) | Daily grant (grant per day) |
|---|---|------------------------------------|
| Kırşehir Ahi Evran University | Partner Country | 190 Euro |
| Partner Country | Kırşehir Ahi Evran University | 148 Euro |

- **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 | Green Travel Support |
|-------------------------------|------------------------------------|-----------------------------|
| 10-99 | 28 € per participant | 56 |
| 100 - 499 km | 211 € per participant | 285 € |
| 500 - 1999 km | 309 € per participant | 417 € |
| 2000 - 2999 km | 395 € per participant | 410 € |
| 3000 - 3999 km | 580 € per participant | 610 € |
| 4000 - 7999 km | 1.188 € per participant | 1.188 € |
| 8000 and + | 1.735 € per participant | 1.735 € |

For grant support to cover travel costs in the Erasmus+ Programme, 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 host institution during the programme, but they continue to pay the obligatory tuition fees to their home institutions. They **do not pay any extra fees to the host institution** within the scope of the exchange programme.

3. SELECTION CRITERIA

Eligibility and assessment of all applications will be carried out by the home and host universities based on the following criteria:

For Students;

- The selection of students must be **fair, transparent, coherent and documented** and shall be made available to all parties involved in the selection process. The participants must be selected by using objective and transparent criteria which should be presented, proved **and sent to the Coordinating Institution** (KAEU).
- Please keep the selection results and official documents of selection (application forms, signature lists, exam results, announcements etc.) until the end of the Project. KAEU reserve the right to get these documents from the partner institutions.
- To be enrolled at one of the full-time programmes (including evening education programmes) at the home university and not to be in the position of graduation. **(Please take the table of quotas (which will be sent to you by Kırşehir Ahi Evran University) into consideration.)**
- To have completed the first semester (excluding prep school) at home university. If benefited from any of Lifelong Learning Programme / Erasmus+ programmes in the current cycle (BA, MA, PhD), total duration of mobilities cannot exceed 12 months, for each study cycle, including the intended activity.
- GPA for BA students: minimum 2.20 over 4.00 and GPA for MA and PhD students: minimum 2.50 over 4.00.
- To have a document that certifies at least **B2** level of English or Turkish.

- All the applicant students are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding **% 50 of GPA to % 50 of foreign language score** and are nominated beginning from the top of the list for the available quota.
- - 10 points for each mobility will be deducted from the Erasmus+ Ranking Score of students who benefited from the Erasmus+ KA171 Programmes in the current cycle with or without grant.
- - 10 points are deducted from Erasmus Ranking Score if the student's nationality is the same as the receiving country (Only if documented)
- +10 points are added to the students for whom protection, care or accommodation decisions have been made within the scope of the Child Protection Law
- -10 points are deducted from Erasmus Ranking Score if the selected student doesn't take part at the mobility without renouncement before.
- - Students studying a double major are only allowed to apply with one of the majors at the same application call.
- +10 points are added to the students with special needs (disability) (Only if documented)

For Staff;

- The selection of staff must be **fair, transparent, coherent and documented** and shall be made available to all parties involved in the selection process. The participants must be selected by using objective and transparent criteria which should be presented, proved **and sent to the Coordinating Institution** (KAEU).

Please keep the selection results and official documents of selection (application forms, signature lists, exam results, announcements etc.) until the end of the Project. KAEU reserve the right to get these documents from the partner institutions.

- In training mobility, administrative staff **can be prioritized**.
- All the applicant staff are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding **% 20 of foreign language score** and are nominated beginning from the top of the list for the available quota.
- +10 points are added for the first time involvement (not being realised Erasmus mobility before)
- +10 points are added to the staff with special needs (disability) (Only if documented)
- - 10 points are deducted from Erasmus Ranking Score if the staff's nationality is the same as the receiving country (Only if documented)
- + 5 points are added to the staff working on departments or units that were not previously included in Erasmus mobility
- + 5 points are added to the **administrative staff** for staff training activity.

We recommend to announce the application (online and/or with printed documents) **at least 20 days** before the application starts and students should be able to apply **at least 15 days**.

Please send us the “Absence of Conflict of Interest Declaration” form, ‘List of all students and staff Applications’ (template enclosed; should be signed and stamped), the “application forms for staff and students” and the web link, where you publish the application. It's also possible to send us printed materials via e-mail, if you don't publish the application online.

4. HOW TO APPLY – STUDENTS

If you would like to be an Erasmus+ student in Kırşehir Ahi Evran University (KAEU), your home university should have an active Erasmus+ Inter-institutional Agreement in the relevant field of study at KAEU. If two institutions have an agreement, then you need to be nominated by your home university to study at KAEU for the planned period of study.

If KAEU does not have an Inter-institutional Agreement with your home university, you cannot benefit from the mobility opportunity.

After we receive the nomination e-mail from your Home University, International Relations Office at your home university is required to submit the following documents via e-mail;

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

5. HOW TO APPLY – STAFF

Within the framework of ERASMUS+ International Credit Mobility (KA171), all staff employed in foreign higher education institutions (on condition that the higher education institutions signed a bilateral agreement) can participate in Erasmus+ Staff Mobility Programme. This mobility includes teaching and training activities which the staff authorized in one higher education institution will perform in another higher education institution which is a party of ERASMUS+ International Credit Mobility (KA171) Agreement.

Academic activities of academic staff **cannot be less than total 8 (eight)hours** during the mobility. In hourly calculation of the activities performed by academic staff, courses

are considered. In the case that course hours do not complete eight hours, academic activities like seminars, panels or conferences are evaluated in this context. Academic staff mobility plans which do 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. If a staff terminates his/her mobility without completing **at least 5 days, the mobility will be regarded invalid.**

Incoming staff from other countries to Kırşehir Ahi Evran University are granted according to the ratios determined by European Commission. In terms of the grants that will be paid to the staffs, 100% of the scholarship amount is paid when they come to host institution.

Application Documents for Incoming Staffs

- Staff Application Form
- Curriculum vitae (CV)
- Staff Mobility for Teaching Mobility Agreement or Staff Mobility for Training Mobility Agreement (depending on the mobility type)
- Document showing language level (if exists)
- Scanned form of Identity Card

6. FURTHER INFORMATION

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

<https://erasmus.ahievran.edu.tr/>

For any additional information not provided in the documents or website, please do not hesitate to write to Foreign Affairs Office of Kırşehir Ahi Evran University intoffice@ahievran.edu.tr