

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM)
STUDENT MOBILITY PROGRAM
APPLICATION PROCESS**

Application Period for 2018-2019 Academic Year
8.11.2017 - 1.12.2017

A) REQUIREMENTS FOR APPLICATION

1. The student must have completed at least 1 semester in the program they are enrolled in. During the application the student must have a cumulative grade point average (CGPA) in the program they are enrolled in and must be continuing their education on the same level of education (undergrad) next year.
2. Undergrad students must be in their 2nd year at least. Students that are studying in Basic English Department cannot apply to the program due to the fact that they do not have a cumulative grade point average (CGPA).
3. By the last day for application, students who have cumulative grade point average (CGPA) of **2.50 (for undergraduates), 3.00 (for graduates)** can apply to the program. Some partner universities may apply higher CGPA criteria, please check the application notice in International Cooperations Office's website.
4. Students who will participate in mobility programs are obliged to take courses from the host university at least worth 30 ECTS (around 5 courses) or (for graduate students) fulfil the same amount of credits worth of thesis work.
5. In order to do that, students must have at least 30 ECTS worth of courses (course load for one semester in METU) remaining. Graduate students who are in their dissertation stage can apply for the program as their thesis course load exceeds 30 ECTS. Applications of students who do not meet the course load criteria can be cancelled by their departments' Erasmus coordinators.
6. At the end of Erasmus+ Outside Europe Mobility Program, students who are not successful in at least 20 ECTS of the 30 ECTS worth courses taken (before going), cannot receive the 20% of the total grant.
Exception:
**In cases where the partner university is not using ECTS evaluation criteria is number of courses. If so, students must pass at least 3/5 of the taken courses.*
7. Credit transfer for courses taken in the host university must be done after the students' return. This rule applies for all levels of education.
8. Grades FF/FD/W do not restraint the application. But students with grades FF/FD/W should consider METU regulations and departmental practices which may prevent them from taking part in mobility programs in certain periods. Grades FF/FD/W may also affect the acceptance from the partner university.
9. It is mandatory to take **English Proficiency Exam** for Mobility Programs (EPEEP). Students with TOEFL, IELTS and other proficiencies are also required to take this exam (EPEEP).
Exam Date: 9 December 2017. Exam place will be announced in ICO website after the application period. Notes regarding the exam:
 - EPEEP results are valid for 2 years.
 - Students can take this exam only once in an academic year. Thus, students who take this exam will not be able to take the English Proficiency Exam (24 February 2017) for Erasmus+ European Mobility Program (application: 6-20 February 2017).

- Students who want to submit a previous grade (obtained in last 2 years) must mark the relevant choice during online application. Students who declare they'll submit a previous grade will not be allowed to take the exam on 9 December 2017.
 - EPEEP is prepared by Basic English Department. Students who could not take the exam due to a medical condition must submit a medical report to ICO.
 - During application, an internationally recognized language proficiency exam grade is not required. But partner universities may require a language proficiency exam grade document (TOEFL, IELTS, etc.). Thus, students must check the language requirements for the partner universities.
10. Applications must be made for the next academic year. For example, applications made in 2017/18 academic year are for 2018/19 academic year (fall and spring semesters). ICM project ends on 31 July 2019. Thus, mobility periods of students must end before **31 July 2019**. Students who will apply for spring semester should check academic calendars of the host universities and make sure their mobility period will end before the date above.

B) IMPORTANT POINTS

1. Any student on any level of education (undergrad, master, PhD) has the right to benefit from Erasmus+ mobility programs (internship & study) for 12 months in each level. Time taken during International Credit Mobility (ICM) is included in this 12 months time limit.
2. Students, who took part in Erasmus+ study and/or internship in the same level of education before, will have their maximum time in ICM calculated by subtracting the time they spent before from 12 months. Student may only apply if the remaining time is enough for spending at least one semester in ICM.
3. Students who benefited from Erasmus+ study and/or internship programs or other mobility programs offered by the university will receive 10pts penalty in their ICM placement points for each time they took part in a mobility program. For one mobility program 10pts, for two mobility programs 20pts, for three mobility programs 30pts penalty will be applied.
4. Between **2-12 January 2018**, there will be a **withdrawal period** for students who are selected for the program but decided not to take part in. Students who do not submit their withdrawal before this period ends **will receive 10pts penalty** for their next Erasmus+ mobility (Erasmus+ study mobility in Europe, Erasmus+ internship, Erasmus+ ICM) application.
5. Disabled students who can document their disability with a medical report **will receive 10pts**.
6. For students to receive an ICM grant, they need to spend at least one semester (3 months-90 days) in the host university.
7. It is possible for a student to study with ICM in a country which they hold citizenship of, but said student will have low priority in the evaluation period.
8. Students who have been selected for the next term to participate in the mobility programs conducted by our office (who have not benefited from the program before) are treated same as the students who apply for the program for the first time.
9. Regardless of number of partner universities in a country, grant assignments will be made considering the country quota. Students who are assigned to a university but are not selected for ICM grant can study in the university they are assigned to as grant-less ICM students. Grant-less students are required to submit all the documents grant receiving students are required to submit.
10. Students must be sure that the university they applied to offers education on their level and in a relevant department. Availability of a university in the online application form does not imply that the said university offers education in all the departments and on all levels of education.
11. Student can only apply for their current level of education. Undergraduate students cannot apply for a master or PhD level program. But after being selected for the program, it is possible to take courses on different levels providing that METU and the host university approve of it.
12. Host university can demand student's transcript in order to track student's academic status and success, and this can affect the acceptance process.

13. Partner universities may require a language proficiency exam grade document for their language of education. **It is not possible for the student to study in a university if they cannot meet the language requirement for the said university.** Since language proficiency requirements differ among universities, it is necessary to check the university's website for the language requirements before application and to make sure the language requirements can be fulfilled/documented before the deadline.
14. Students who were assigned to a university must have semester leave permits before they leave.
15. **In Previous years**, transfer of credits for courses taken during mobility were done as described below:
«According to the complementary grades in METU, CC and above for undergrad students and BB and above for grad students if deemed applicable by department, counted as passed in student's curriculum. Student receives "EX" grade and considered "exempt" from these courses and these grades are not taken into consideration in grade point average (GPA) calculation. These courses are shown as registered in the mobility semester of student. These courses that are registered as "exempt" in METU have their names and codes from the host university indicated in "remarks" part of the transcript. »

Starting from this year: Our university's Mobility Programs Commission suggested Transfer of credits **with grades** due to the request of full recognition by European Commission and Turkish National Agency. Within the scope of this suggestion, courses taken during the mobility programs may be taken into consideration during the calculation of GPAs. Said suggestion is not officially approved yet, but the expected decision is transfer of courses with grades. Thus, any student considering applying for mobility programs should do so knowing their grades for the courses taken during mobility **can be included in their CGPA in METU.**

C) HOW TO APPLY?

1. Applications are made **ONLINE** between **8 November-1 December 2017** (link for the application page can be reached through ICO website).
2. At most 4 universities can be chosen. List of the partner universities can be obtained from ICO website.
3. It is of utmost importance to consult departmental exchange programs coordinator about the university choices. List for departmental exchange programs coordinators can be found in: <http://ico.metu.edu.tr/departmental-coordinators>

D) PLACEMENT PROCESS AND LANGUAGE PROFICIENCY

For every applicant, placement points are calculated according to the formula below:

$$\%50 \text{ EPEEP Grade} + \%50 \text{ Semester Weighted CGPA}$$

Semester Weighted CGPA: A new CGPA is calculated by comparing the CGPA with every other student's CGPA who are in the same department and the same year.

Example	
Student's CGPA:	3.15
Department and year's average CGPA:	2.89
Ratio:	$3.15 / 2.89 = 1.09$
Multiplication Factor = $25^* + \text{Ratio}$	$25 + 1.09 = 16.09$
ICM Placement points = CGPA x Multiplication Factor	$3.15 \times 16.09 = \mathbf{82.18}$
*Grade coefficient to obtain 50% average = 25 (fixed)	

Placement is done starting by the applicant with the highest placement points, according to the universities they choose.

In order to provide more students with the chance to benefit from mobility programs, applicants are placed in universities for 1 semester.

E) GRANT & EXPENSES

1. Selected students are exempt from paying tuition fees to the universities they go. But students who are required to pay tuition fee, continue to pay their tuition to METU during their mobility period. They are only exempt from tuition fees for their host university.
2. Students, who are selected to benefit from the mobility program with grant, receive a **grant of 650€/month** and **travel support changing from 275€ to 1100€** (depending on the distance between Ankara and the host university's city).
3. Travel support changes from **275€ to 1100€** according to the distance between Ankara and the city of the host university. To obtain the distance between Ankara and another city, link below should be used:
http://ec.europa.eu/education/tools/distance_en.htm
4. Personal expenses such as visa, stationery, food, health insurance etc. are supposed to be covered by students themselves.
5. Students selected for grant receive the 70% of the total grant before they go. Rest of the grant is paid after students finish the program and come back to METU.
6. It is possible to benefit from the program without grant too.

More detailed information on mobility programs can be found in the METU Mobility Programs directive: www.ico.metu.edu.tr/useful-documents