

## INFORMATION SHEET FOR STUDENTS SELECTED FOR ICM PROGRAM

**IMPORTANT NOTE:** It is the responsibility of the students to follow up whether all the transactions are completed before going abroad (having leave of absence, signing the academic confirmation form). Students who go abroad before completing these procedures can be recalled by academic units.

### AFTER THE PLACEMENT

1. 1. Each student is assigned to an advisor at International Cooperation Office (ICO) who manages their application processes. The first duty of the students is to notify their advisor about in which semester they want to participate in the program.

ICO transmits the information of selected students to the host universities via e-mail and obtains the latest information regarding necessary application documents and finally notifies students about this information. Please do not hurry getting in contact with the host university of your choice until your advisor nominates you to the host university.

Any information regarding the ICM period (orientation program, dorms, academic calendar etc.) that is not on the partner university's website, can be asked about after the student is nominated.

2. Then, the students make an application to the host university and transmits various documents:

**I. Application form** (available on the website of the host university)

**II. The host university may require additional documents** (official transcript, photo, portfolio, passport photocopy etc.)

*Important note:* Every university has its own deadline for sending these documents. The information about deadlines and required documents can be obtained from the website of the host university. There are different application procedures for each university.

Some universities accept online applications; in this case, you may not need to send the documents via mail. In case that you need to send the documents via mail, it is suggested to send the documents at least a week earlier than the deadline to avoid problems which may occur due to the postal service. Application documents can be sent via postal mail or any express mail company chosen by the student. There is a cargo company that has an agreement with ICO, thus, gives a discount to the students. If the student demands, posting can be carried out by the office but the expenses are paid by the student. If the normal postal mail is preferred, the application documents must be delivered to ICO at least 15 days before the deadline. If the cargo is preferred, these documents must be delivered to ICO at least 5 days before.

3. After the required documents are received, the "**letter of acceptance**" is sent by the host university. Letter of acceptance is expected to arrive in 1-2 months after the application documents have been sent.

It is recommended to give the address of the office (rather than their home or dormitory address ) while filling the application documents so that your letter of acceptance will be sent to the office. When the letter of acceptance is received by the office, ICO advisor informs the student via e-mail. With this way,

the acceptance letters of the students may come to the office in a smoother way. Otherwise, the documents may be lost.

**4. Documents which must be submitted to the ICO Advisor** after the letter of acceptance arrives (in order to be able to receive 70% of the grant):

#### **I. A copy of the letter of acceptance**

#### **II. Learning Agreement (LA)**

Learning agreement consists of 3 versions of the same document. First version is **LA-Before the Mobility** is to be filled with the courses which are to be taken when in the partner university. It is necessary to take courses corresponding to partner university's one semester worth of course load and to consult the departmental Erasmus coordinator during the process.

**Students who will study abroad via Erasmus program must take 30 ECTS worth of (or 5\*) courses or thesis work worth the same amount, and to be able to receive the remaining 30% of the grant at least 20 ECTS worth of it must be completed successfully.**

**\*If partner university's course load is systematically low (2-3 ECTS) or partner university is not using ECTS, evaluation is done regarding number of courses.**

This document is to be signed by Departmental Erasmus Coordinator, METU Erasmus Institutional Coordinator, and partner university's Erasmus Coordinator. After students sign this document and get it signed by their Departmental Erasmus Coordinator, submit the document to ICO. Please note that students will not take the signature of the METU Erasmus Institutional Coordinator by themselves; rather they need to submit the document to ICO and their advisors will receive the signature for their name. Partner university's Erasmus coordinator must also sign this document before the mobility period, scanned and e-mailed version of this document is accepted.

#### **III. Academic Confirmation Form (ACF)**

It shows the equivalence of the received courses from host-university to courses given in METU. It must be signed by Department Head, Erasmus Coordinator of the Department, Faculty/Institute, and thesis advisor (for graduate students).

Every kind of information regarding course substitution must be received from Departmental Coordinators.

This form will also be used for granting leave of absence and substitution of courses (academic recognition) at the end of the program. Therefore, the student must deliver the original form to the department and one of its copies to ICO advisor. For detailed information, please inspect course substitution transactions part.

**IV. Letter declaring that the leave of absence is received** (It is compulsory to give the petition to the department one month before the mobility)

When the letter of acceptance is received, the petition for leave of absence must be given to the related academic unit (to the department for undergraduate students and to the institute for graduate students).

A copy of letter of acceptance and a copy of Academic Confirmation Form is to be added to the leave of absence. Some departments and institutes have their own leave form; in this case, the student must use these special forms. The student is liable to ensure that leave of absence is confirmed and delivered to the Registrar's Office.

Semester(s) in which the students are on leave are evaluated within "maximum learning period"; however, it is not reduced from the "maximum leave of absence".

To be able to receive a leave of absence, academic status of student is reevaluated before the semester in which the mobility takes place. In case that minimum application requirements (GPA 2,5 for undergraduate and GPA 3,0 for graduate students) are not met, status of the student may be reevaluated by the academic units. In some academic units, there are also criteria for last semester's GPA. Please learn the requirements for the leave of absence from your department.

Process for leave of absence takes at least 2 weeks. Please obtain information from your department about duration of these processes.

**V. Compulsory Health Insurance** (A health insurance that is valid in the mobility country during the mobility period must be obtained. A copy of the policy is to be submitted to ICO. Policy number of the insurance is to be written on the grant agreement.)

**VI. Grant Agreement** (It is prepared and signed with the ICO Advisor after opening a Euro account at Vakıfbank METU branch. For the grant agreement to be prepared all other documents must have been prepared and leave of absence must have been obtained.)

**VII. E-mail regarding the Visa is obtained** (Please learn about the required documents for visa by checking the Embassy's web page. Visa transactions are under students' responsibility. After obtaining the visa, you need to e-mail your passport's page with the visa to your ICO advisor.)

The original acceptance letter is usually required for visa transactions.

A document showing financial competence is required for obtaining a visa. Students receiving an Erasmus grant can get a document from ICO declaring this document. Please note that preparation of the mentioned document takes around one week. Official grant letter must be requested from the ICO advisor at least a week before the visa appointment. In some cases, Erasmus grant may not fulfill the economic requirement for the visa, and additional documents showing financial competence may be requested by the Embassy.

#### Important Notes:

1. Students who will apply for a **new passport** need to apply to Registrar's Office with the document taken from the ICO, to receive a passport without fees. Students under the age of 25 does not need this document.
2. Students who are required to pay tuition fee, **continue to pay their tuition to METU** during their mobility period. They are exempt from tuition fees for their host university.
3. Students who accommodate at campus dormitories need to apply to Directorate of Dormitories with a document received from the ICO **to reserve the right to stay in dormitories** before starting their mobility.

## DURING THE MOBILITY

### 1. During the Mobility Form

After they start their mobility, students can change the courses (due to the changes in availability of the courses) that they have indicated in the LA before the mobility. To do that, students must contact their Departmental Erasmus Coordinator via e-mail and get their new courses approved. New courses must be decided with help of Departmental Erasmus Coordinator.

Only the students who change their courses need to fill the During the Mobility Form. Courses added/removed must still fulfill the 30 ECTS criterion. This form must be signed by partner university's Erasmus coordinator and Erasmus coordinator at METU. After that, the form must be e-mailed to ICO advisor **at most 4-6 weeks** after the beginning of the mobility. *There is no need to fill this form for students who do not change their courses.*

### 2. Additional Grant Agreement

Students who will have their mobility period longer than determined before mobility must sign an additional grant agreement. This document must be signed and submitted to ICO advisor at least 1 month before the mobility ends. Students who do not submit an additional grant agreement on time will not receive grant for the extra time they spent on mobility. ICO advisor will inform the students about this additional grant agreement during the mobility period via e-mail. Please follow your e-mails regularly.

## AFTER RETURN

### 1. Transcript

The host university gives the official transcript which indicates the courses taken, grades and ECTS credits received by the student to the student, or sends it to METU. Those students who conduct a research or thesis study at the partner institution can receive such document from their thesis advisor. This document must show that the student successfully complete the thesis/research study. It must also indicate the total credit and grade (pass or fail) of the study.

To substitute the courses at METU, student must apply to their department with course substitution petition. Academic Confirmation Form-(Return) which is edited after the return and a copy of the transcript are attached to the petition. The thesis/research studies must also be recognized by the departments. *Transfer of the courses to METU system is done by the departments.*

### 2. Certificate of Attendance

The original certificate of attendance must be submitted approved and signed. The e-mail version of the document is not accepted; there must be original signature (ıslak imza).

Duration of ICM period, (including the orientation if applicable) must be stated in this document which needs to be approved by the partner university. For the final payment of the grant, in addition to this document, entrance and exit dates on the passport will be considered.

**3. Passport Copy** (Pages showing identification and entrance and exit dates.)

#### **4. Learning Agreement**

*Before- During- After the Mobility* forms must be approved by METU departmental coordinators and Erasmus coordinators. After completion of mobility and announcement of grades **LA-After the Mobility** form must be filled, signed by partner university and departmental Erasmus coordinator then submitted to ICO.

#### **5. Academic Confirmation Form – Return**

It shows the equivalence of the received courses from host-university to courses given in METU. It must be signed by Department Head, Erasmus Coordinator of the Department, Faculty/Institute, and thesis advisor (for graduate students). This form will also be used for the substitution of courses (academic recognition) at the end of the program. Therefore, the student must deliver the original form to the department and one of its copies to ICO advisor. For detailed information, please see the course substitution transactions part.

#### **6. Erasmus+ Individual Participation Report** (Questionnaire of the European Commission)

Questionnaire will be e-mailed to the student after student's information is entered to the database by ICO advisor. It is compulsory for students to fill the questionnaire. **Students who do not fill the questionnaire will have 5% cut on their grants.**

**7. Partner Information Form:** Students need to fill partner information form and send it to their advisor.

Transactions will be started by ICO for students who completed the return transactions and are successful in 20ECTS/3 courses for receiving the remaining 30% of their grants.

#### ***Course Recognition Procedures***

Course recognition procedures are carried out by the related department and Faculty/Institute. It is a compulsory process. The course recognition process starts when the student applies to the academic unit with official transcript from the host university and "Academic Confirmation Form – Return" document.

Transfer of credits for courses taken during mobility are 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. But they are counted in students' credit and course load, so the students are not required to take such

a number of courses at METU again. 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. »

Different academic units may have different applications on abovementioned statements. For exact information, consult your department and your departmental Erasmus coordinator.

### ***Calculation and Payment of the Grants***

Grant is calculated before the mobility according to the estimated mobility duration, but it can be changed after the mobility. The grant agreement must be prepared before the student receive ICM grant. The grant agreement can only be signed after the student opens a Euro account at Vakıfbank METU branch, has a valid health insurance, obtains a visa, and other sort of required documents.

The student must fill the ‘grant agreement’ by calculating the amount of grant with the advisor and write the IBAN number of their Euro account on this agreement. The grants are transferred to Euro accounts opened at the Vakıfbank METU branch.

When the letter of acceptance is received, the grant is calculated according to the dates on the letter of acceptance. At first, 70% of the total grant is paid to the student. Transfer of the grant to the account lasts approximately 15 working days after the student delivers all the documents to their advisor. The students who are eager to receive their grants before going abroad must deliver all the documents to their advisors on time. Students are required to prepare and sign their grant agreements at least 15 days (working day) before their departure. Otherwise, they may not be able to receive their grants on time.

The remaining 30% amount is paid after the students return and succeed at least 20 ECTS credits worth of (or 3) courses received from the host university during the mobility. **Certificate of participation received from the host university and the entrance-exit dates on the passport (or the dates of plane tickets) will be taken into consideration for the final payment to the student which will be made when the student returns.** 30% amount which should be paid when the student returns can be different from the amount which was determined in the first stage since the final grant is determined according to **crossing** of the dates on these two documents. In case that the student performs an activity less than the granting period which was calculated before the student leaves, the student is asked to return the surplus.

Students who have been detected not to have attending classes, exams and/or not to have fulfilled their responsibilities as student during their mobility period, who did not submit required documents to ICO before the deadlines, and who did not submit the Erasmus+ Individual Participation Report may have reductions on their grants. Amount of the reduction may change between 30% and 100% and this decision is made by the university. **If the students cannot succeed min. 20 ECTS (or 3 courses), they will not be able to receive 30% of their grants.**

Except for the official holiday days, during the period the student needs to be attending, if the student leaves the host university (city/country) more than 1 week, then grant will not be paid

for this period. In case this amount was paid to student beforehand, it is requested from student to return this amount.

The students who participate in the program without receiving any grant must fill the Zero Grant Agreement!!!!

### ***Amount of Grant***

- For 2019-2020 academic year, monthly grant for ICM students is **700€** for all countries.
- Travel support changes from **275€** to **1500€** 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](http://ec.europa.eu/education/tools/distance_en.htm)

After the distance is calculated the table below is used to determine the travel support:

<b><i>Distance (km)</i></b>	<b><i>Travel Support (€)</i></b>
<i>100-499 km</i>	<i>180 €</i>
<i>500-1999 km</i>	<i>275 €</i>
<i>2000-2999 km</i>	<i>360 €</i>
<i>3000-3999 km</i>	<i>530 €</i>
<i>4000-7999 km</i>	<i>820 €</i>
<i>8000 km and above</i>	<i>1500 €</i>

For example:

A student who is going to RMIT University is to calculate the distance between Melbourne and Ankara, which is 14280km. In this case, student will receive a travel support of 1500€. Student's tickets round may cost either more, or less than this value. If it is less, no return and if it is more no addition will be done, this is the exact value of the travel support.

**Students can download the documents which will be used during their Erasmus+ program from the website below:**

<http://ico.metu.edu.tr/useful-document>