

# ERASMUS EUROPEAN EXCHANGE PROGRAMS STUDY & INTERNSHIP

Session For Participants with Fewer Opportunities

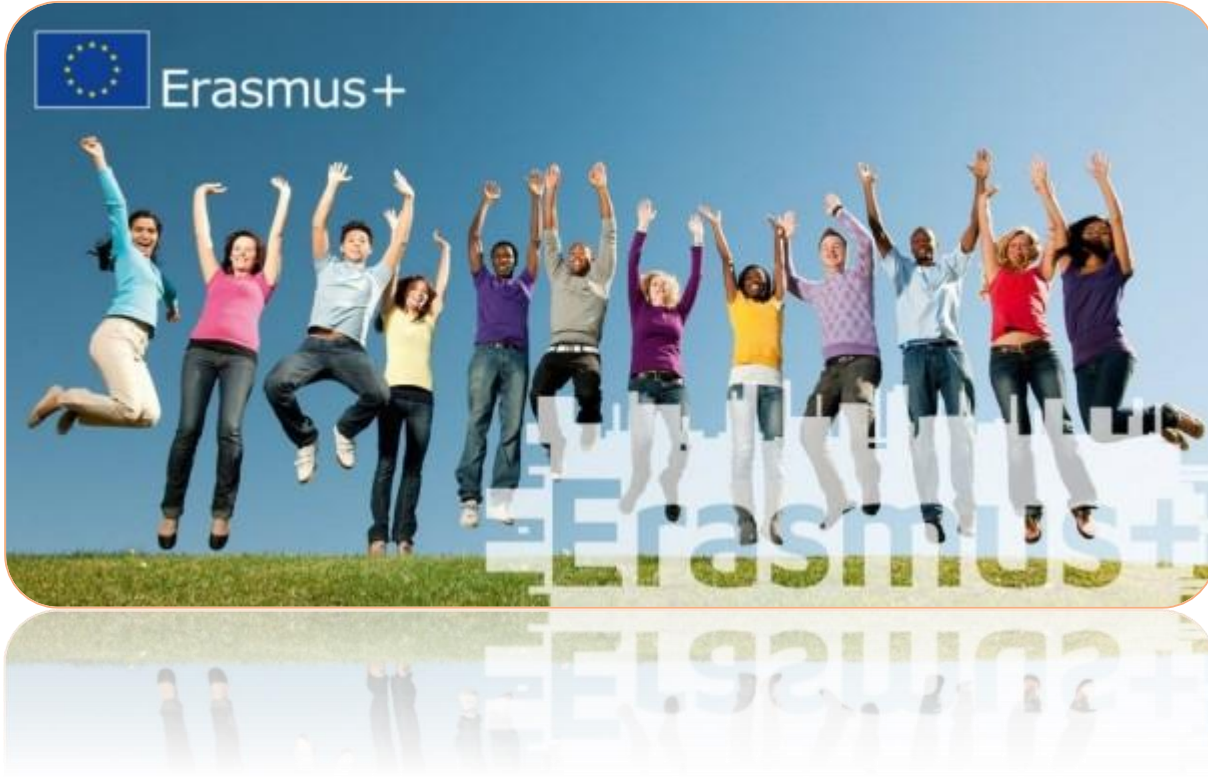
Uluslararası İşbirliği Ofisi (UIO)  
International Cooperations Office (ICO)



- This is an **Erasmus+** programme:

**ERASMUS**  
EU member  
countries and  
program  
countries

- Student mobility for studies
- Traineeship mobility



# ERASMUS FOR STUDIES

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## GENERAL RULES\*

Student Exchange with agreed receiving institutions

Exchange duration is 1 semester or 1 academic year (30 ECTS credits)

Recognition of the courses in METU

Graduation from METU

No payment is made for studies to receiving institution

Application is for the next academic year

Application is for registered level of education (Undergraduate students cannot apply for Master or Master students cannot apply for Doctorate)

Cumulative Grade Point Average (CGPA) should be at least 2.50 for undergraduate students, and should be at least 3.00 for Master students.

\*General application rules equally apply to all applicants regardless of being considered as a participant with fewer opportunities.



## BEFORE APPLICATION



- Agreement tables should be observed: [www.ico.metu.edu.tr](http://www.ico.metu.edu.tr)
- Outgoing students- European Mobility- Partner List (The list will be updated regularly until start of the application period: **12.02.2024**)

<http://ico.metu.edu.tr/erasmus-eu-agreements-0>

- Erasmus Agreements List for Student Exchange
- Restrictions (set by partner universities like language requirements etc.) Not all restrictions are known to us! Check partner university erasmus webpages for the updated information
- Forms that are filled by former Erasmus students (previous experience)
- Information on agreements should be observed:
  - Web pages of receiving institutions (language of education, open courses on the semester you are going, academic calendar etc.)
  - Should meet with Departmental Erasmus Coordinator (choice of university and recognition of the courses on METU)
  - Please note that some agreements in the list are offered to "All available fields", which means that you should check that partner university's website and make sure that your department at METU has a corresponding department in that partner university before finalizing your university preferences in the application system !!!

# ERASMUS FOR STUDIES

## APPLICATION CONDITIONS

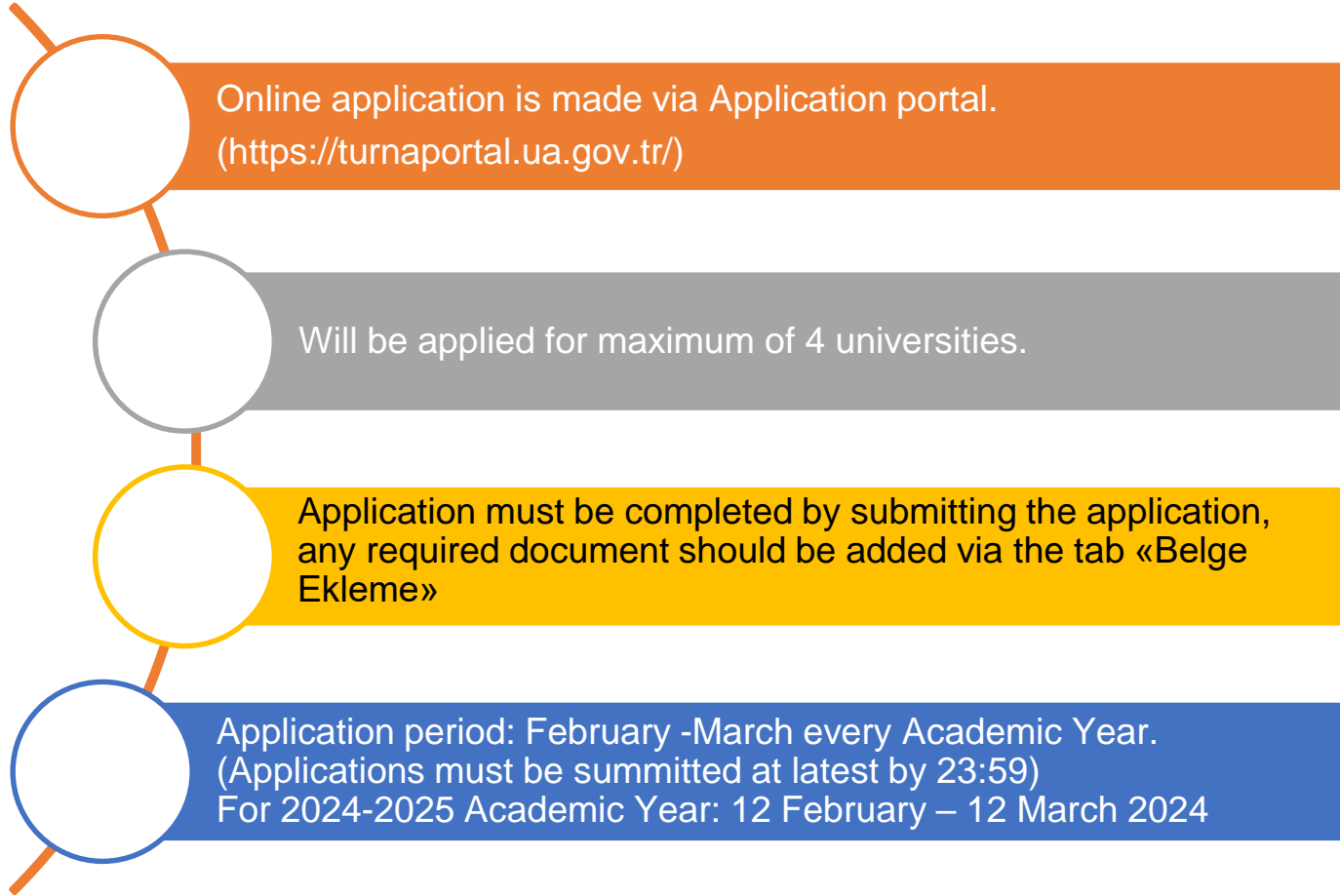
- ❑ To have completed at least 1 semester for Undergraduate / Graduate programmes, a CGPA must be formed before application
- ❑ Minimum Cumulative GPA (CGPA; as of application deadline)  
Undergraduate: 2,50 Graduate: 3,00

International Cooperations Office is no longer holding English Proficiency Exam for Exchange Programs (EPEEP) based on the University Senate decision given on December 29, 2021.

Due to this decision, effective of our new applications period, in addition to the exams that are recognized by METU, ICO will accept English language exams that are organized by OSYM (YDS/e-YDS/YÖKDİL). Students interested in applying to ICO programs such as Erasmus+, Overseas Exchange or Mevlana will be able to submit any of these English language scores taken within the last 5 years before the application period deadlines.

- It is possible to participate Erasmus Programme for Studies more than once. A student has the right to participate in each of their studies's level (bachelor, master, PhD) up to 12 months.
- Erasmus Traineeship Mobility and Erasmus Credit Mobility(ICM) will be included in these 12 months of period.
- Time period of these three programmes cannot exceed 12 months!

## How To Apply?





# ADDITIONAL POINTS

**% 50 CGPA & % 50 English Proficiency Score (within 5 years METU EPE & TOEFL\*, IELTS\*, PTE Academic, YDS, YÖKDİL)**

\* IELTS and TOEFL exams are only accepted in line with the restrictions stated at: <https://oidb.metu.edu.tr/index.php/tr/odtu-tarafindan-kabul-edilen-ingilizce-veterililik-sinavlari-es-degerlik-tablosu>

**Disability, kinship of veterans or martyrs, Social Security Coverage situations must be documented and Delivered to ICO through the online application platform within the application period.**

- Those who apply SMS and Traineeship at the same time and from the unprioritized choice: **-10 point**
- Former beneficiaries of Erasmus at the same education cycle (This includes Erasmus+ traineeship as well) each benefiting: **-10 point**
- Those who were selected for SMS/traineeship in the same study cycle and did not withdraw within the given deadline: **-10 point**

## **Additional Points for Participants with Fewer Opportunities**

- Disabled students: **+10 point**
- Children of veterans or martyrs: **+15 point**
- Students under the protection in the framework of 2828 numbered Social Services: **+10 point**
- Students who themselves or whose first-level relatives receive official earthquake aid from AFAD: **+10 point**

## Placement Process

- Overall Point is calculated according to the below formula for all the students:

%50 English score + %50 CGPA with Departmental weight

**Departmental weighted CGPA:** Each student has a weighted CGPA point by comparing all the CGPAs in the same semester and department.

SAMPLE	
Student CPGA:	3.15
Average CGPA in the department:	2.89
Ratio:	$3.15 / 2.89 = 1.09$
Multiplying Coefficient = $25^* + \text{Ratio}$	$25 + 1.09 = 26.09$
Overall point = Student CPGA x Multiplying Coefficient	$3.15 \times 26.09 = 82.18$
* %50 ortalama almak için kullanılan not dönüştürme katsayısı = 25 (sabit katsayı)	

- Students are placed to their choices according to their overall scores, starting from the highest overall to least one.

- Choice ranking is taken into consideration in the placement process.
- For agreements, the initiator department's students are prioritized. Some agreement can also have study level prioritizations (UG/MS/PhD). You can see further details about the agreement in the website. The list will be updated before the start of the application period on 12.02.2024: <http://ico.metu.edu.tr/erasmus-eu-agreements-0>

## DEPARTMENTAL RESTRICTIONS

- ❑ After the completion of placement period, results are taken to the Departmental Coordinators for their approval. In this process, departmental coordinators may partially or completely approve or disapprove the choices.
- ❑ Departments might have various criteria for Erasmus SMS; Before finalizing their university choices, students should consult their departments for possible criteria. (For example, not sending the 2nd year students abroad) You can access some of this departmental restrictions that are shared with us by the departments here:

<https://ico.metu.edu.tr/departments-restrictions-outgoing-students>



- Students who wish to benefit from Erasmus should make sure to have at least 30 ECTS credits remaining at METU for the concerning semester.
- It is obligatory to take at least 30 ECTS credits in the host university.
- Students who are not successful from at least 20 ECTS credits from the 30 ECTS credits can not receive the %20 of their total grant (the return payement) – Granted students.

**!!!! Please make sure that you will find at least 30 ECTS credits in the host university before you apply!!!!**

# Important Note:

*According to the grade equivalents in METU, courses in CC in Bachelor level and BB in the graduate level, are recognized to their curriculum. Students receive the EX (Exempt) for those courses in the local transcript and become exempt from these courses.*

Courses taken during the Erasmus period cannot be substituted as Not Included (NI) as course type due to the «Full Recognition» rule of the Erasmus+ programme.



- It is not possible to be **replaced** to your other choice after the placement process is finished if you are already placed to one of your choices.
- **Therefore, please make your university choices carefully!!!**

# ERASMUS SMS

## ESTIMATED ERASMUS SMS 2024-2025 MONTHLY GRANT AMOUNTS

### **1. ve 2. Group Program Countries: 600 €**

- Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden , Belgium, Cyprus (Güney Kıbrıs), Germany, Greece, Iceland, Latvia, Luxemburg, The Netherlands, Portugal, Spain, Malta, Czech Republic, Estonia, Slovenia, Slovakia, UK\*, Switzerland\*

### **3. Group Program Countries: 450 €**

- Bulgaria, Hungary, Lithuania, Poland, Romania, Slovakia, Macedonia, Croatia, Serbia

\*A separate grant quota is given for UK and Switzerland (5 students)

While the 2024 Erasmus programme guide by Turkish National Agency is NOT been published yet, travel support based on km ranges might be provided to participants from 2024 project



## After Selection Process

- ICO contacts selected students, and advises for sending application documents to host university
- **!!!Students are responsible for their Visa and passport issues!!!**
- Academic matters (course selection, recognition of courses, academic permit etc. ) should be conducted by **the departmental coordinators**, in cooperation with department/faculty/institute.
- Students are obliged to get academic leave permit before they go to host university.
- Students are paid %80 of their estimated total grants when they complete all the documents and deliver original/copies of these documents to their ICO advisors !!!

## ADDITIONAL GRANT OPPORTUNITY FOR PARTICIPANTS WITH OPPORTUNITIES

**Granted participants** who are considered to have fewer opportunities, have the opportunity to receive additional grant amounts (monthly 250 euros), based on the following proof documents:

- Disabled students: **(with an official report stating the disability percentage is at or above 50 %)**
- Children of veterans or martyrs: **(proof of veterans or martyrs relative card)**
- Students under the protection in the framework of 2828 numbered Social Services Law **(official proof document)**
- Students who themselves or whose first-level relatives receive official earthquake aid from AFAD **(official proof document demonstrating aid reciprocity from AFAD)**
- Students who receive monthly orphan support (yetim/ölüm aylığı bağlananlar) and whose other parent has no monthly income **(official proof documents)**
- Those who have been granted a needy pension for themselves or their family **(official proof documents)**
- Students whose parent or guardian receives a disabled or needy pension under Law number 2022 **(official proof documents)**

## Procedures After the Mobility

- Students apply for the departments with their Transcripts by themselves for recognition of successful courses.
- Transcript, certificate of attendance and other documents are delivered to ICO.
- 20 percent of the total grant are paid after all the documents are submitted.

ERASMUS PROGRAMI  
STAJ HAREKETLİLİĞİ  
**ERASMUS**

Ulusal Ajans, yüksek öğrenim öğrencilerine, öğrenime ara vermeden, dönem kayıtlı yaşamadan, Avrupa'ya staj yapma imkanı sağlıyor



T.C. Başbakanlık Dışişleri Bakanlığı  
Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı (Ulusal Ajans)  
Ayrıntı bilgisi için: [www.ua.gov.tr](http://www.ua.gov.tr)  
Hizmet Bina Sok. No:2 06480 Çankaya / ANKARA



# ERASMUS TRAINEESHIP



# ERASMUS TRAINEESHIP

- Traineeship; is a period to get **vocational training** and **working experience** in an enterprise in the countries that are included to Erasmus program.
- Traineeship can not be accepted if students students try to fulfill their scientific studies or support them.
- Belowmentioned enterprises/institutions can not be accepted for traineeship period.
  - **EU bodies and National Agencies** [https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies\\_en](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_en)
  - **National Agency or NA-like institutions to undertake EU programs**



## Minimum and Maximum durations

- In each study cycle, it is possible to perform traineeship between 2 and 12 months. Due to the budgetary restrictions, METU students are allowed to do traineeship with grant for maximum 3 months.
- Except from the force-majeure cases, if minimum duration is not completed (60 days) traineeship is not accepted and grant is not paid.
- It is important to get information from departmental erasmus / traineeship coordinators in the process of determination of beginning and dates.
- It is possible to benefit from traineeship for multiple times. In each cycle students cannot exceed 12 months in total for erasmus period. The 12 months time limitation includes ICM, erasmus traineeship and erasmus SMS.

**Traineeship can not  
be less than 60  
days!!!!**

# ERASMUS TRAINEESHIP

## Application Requirements

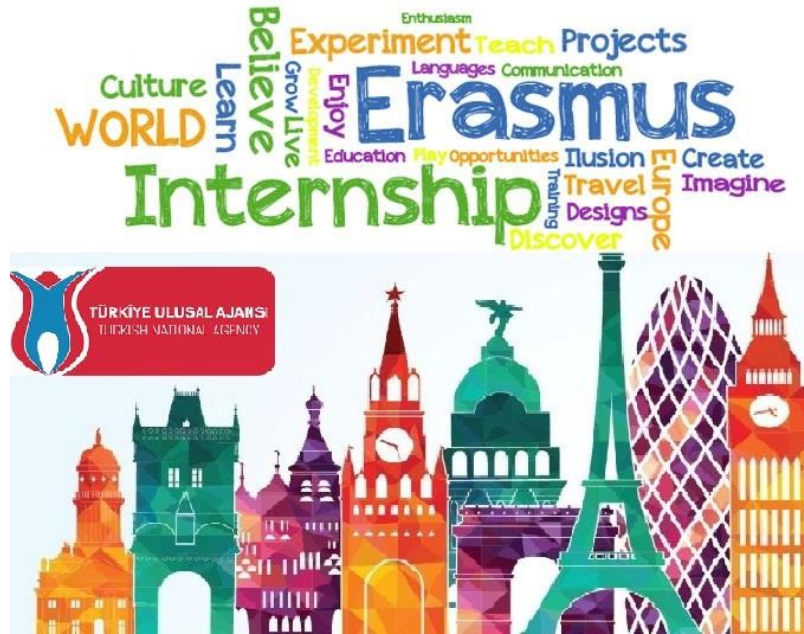
**Completing at least 1 semester in graduate/under graduate programs**

**Minimum CGPA**  
**UG : 2,50**  
**Graduate :3,00**

**Providing an English Proficiency Score**

**Senior students can apply for the traineeship before graduation, and perform traineeship after graduation.**

# ERASMUS TRAINEESHIP



- Students who do not have compulsory traineeship can apply for traineeship as well.
- After completion of traineeship, it is obligatory to have traineeship recognized. If students do not have compulsory traineeship, they can recognize the traineeship under **International Student Practice** courses.



**Erasmus+ Traineeship application period**  
**12 February 2024 -12 March 2024**  
**on**  
**<https://turnaportal.ua.gov.tr/>**

**During the application, an acceptance letter should be submitted which was taken from an enterprise. Acceptance letter should have letterhead, signature and stamp.**

- For your application to be valid, your acceptance letter should be approved by ICO. ICO will regularly check the online system and approve acceptance letters. Letters that require further edit may be re-uploaded.
- Applications must be submitted before the deadline. Conformity of acceptance letters might not be checked if submitted close to the deadline.
- Therefore, it is suggested to upload acceptance letter long before deadline.

- Traineeship must be completed before **31 December 2024**.
- Acceptance letter must be signed, stamped and with letter-head.
- Acceptance letter should consist:
  - Beginning and end dates.
  - Brief information about the enterprise
  - Name and position of signatory
  - Phrases like «Erasmus traineeship» or «Erasmus internship»
- Important Note: It is important to indicate the fact that **you are not a researcher, but a trainee** in the acceptance letter.

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Recognized English Exams:

[METU recognized exams.](#)

Conversion Table:

[Conversion Table for METU IYS to other English exams](#)

**IELTS and TOEFL exams are only accepted in line with the restrictions stated at:**

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# ERASMUS TRAINEESHIP SELECTION CRITERIA

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- A traineeship activity that's in scope of Digital Opportunity Traineeships (cybersecurity, big data, digital marketing, software development, social media management etc.) **+5 points**

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## Useful Links

[www.ico.metu.edu.tr](http://www.ico.metu.edu.tr)

Turkish National Agency  
[www.ua.gov.tr](http://www.ua.gov.tr)



## Adress

- METU Library (parking lot enterence)

## Office Hours

- **10.00 AM – 12.00 AM – 14.00 PM – 16.00 PM weekdays (except Wednesday)**

## E-mail

- **europaanmobility@metu.edu.tr**

## Website

- **<http://www.ico.metu.edu.tr>**