

## Frequently Asked Questions about Mobilities under Erasmus+ KA171 Program

*(Prepared for partner institutions)*

### STUDENT MOBILITY

#### 1. How is the number of students with SCHOLARSHIP determined by METU ICO?


Each year, METU ICO applies for funding from the Turkish National Agency by preparing a comprehensive project application package. Upon the evaluations, the project application results are announced and METU ICO receives a certain amount of budget. Based on this information, the partner universities from the project regions are shortlisted according to a number of criteria, such as the on-going partnership profile, the incoming/outgoing mobility balance and the first-time participating institution priority etc. After this, METU ICO works on the details of student call, as a result of which the exact number of students WITH SCHOLARSHIP is made certain. To sum up, METU ICO informs its partners through direct emails about the number of students which can be accepted at METU under Erasmus+ KA171 program and the partner universities are also expected to open up student selection after the official information by METU ICO.

#### 2. Is the grant allocation among partners the same in every academic year?

Depending on METU ICO's project budget, each semester (Fall/Spring) and academic year, the partner universities from which the students can be accepted are up to change. Therefore, the partner universities are always asked to receive information from METU ICO prior to informing their students. For example, one of METU ICO's partner university might have received the email to open up a call to send 2 students to METU in a semester; however, in the upcoming academic year(s), due to such developments as the addition of more partners in the same region, lessening of overall project budget for the same regions etc, the number of students for the same university changes. To sum up, the partner universities are kindly asked not to assume in each semester or academic year, they can be allocated the same quota for student mobilities WITH SCHOLARSHIP.

#### 3. Can the partner universities send more students than the allocated quotas?

The partner universities cannot exceed the allocated number of students WITH SCHOLARSHIP. The partner universities can select students WITHOUT SCHOLARSHIP, which will be ZERO-GRANT/SELF-FUNDED Erasmus+ students. The students will still need to prepare all the required documents regardless of their grant status.



#### 4. Is it possible for the partner universities to organize a selection process and nominate Erasmus+ students with scholarship without the confirmation of METU ICO?

We kindly expect our partner institutions not to organize a selection process unless we inform them about the availability of funding and quotas; nominations without the prior information and confirmation of METU ICO are not accepted. So, PLEASE WAIT FOR OUR CONFIRMATION BEFORE ORGANIZING A SELECTION PROCESS FOR ANY MOBILITY TYPE. If you do not receive any e-mail from METU ICO, this will most probably mean that there is no available grant for your country/institution (the Erasmus+ KA171 budget is on country/region based).

For our partners who have a strictly determined calendar for the student selection, we still recommend them to contact us before opening a call to receive information about the quotas within the Erasmus+ ICM program.



#### 5. What are the deadlines of nominations and applications of students?

##### For Fall Semester:

30 June (Nomination Deadline for Partners)-31 July (Application Deadline for Students)

##### For Spring Semester:

30 November (Nomination Deadline for Partners)-31 December (Application Deadline for Students)



#### 6. What are the application criteria for students?

##### ACADEMIC CRITERIA:

- Minimum study years for **undergraduate** students: Undergraduate nominees **must have completed a minimum of 1 year** at your institution before visiting METU. Prior to application, nominees are expected to check the departments/courses at METU carefully to see if they are matching with their study plans.

- MSc/PhD Students: METU will accept graduate students for exchange only if:

a) They agree to take courses at our institution. Or,

b) They find a Research Supervisor at METU (by themselves) who is ready to accept to study with the student. In this case, the student should submit an acceptance letter (which can be downloaded from the ICO website) signed by the agreed supervisor, department exchange coordinator, and department chair during the application period. Without this document, the student will not be able to conduct research at METU. Please note that it is not possible for ICO to assign academic supervisors to research students. Please also bear in mind that graduate students can study a part of their thesis, but they cannot submit the final version of the thesis and graduate from METU; those students are expected to present their thesis after their departure and graduate from their home institutions.

We kindly invite our partners to carefully examine the academic background of the nominees, as the METU is one of the most competitive universities of the country. Those students who do not meet the minimum academic criteria are most likely fail their courses at METU, which may cause them to lose a semester. METU Departmental coordinators will also examine the transcripts of the nominees and

their applications could be rejected if the nominees' academic success is below the minimum academic criteria.

### **LANGUAGE CRITERIA:**

The language of instruction at METU is English at all levels and at all programs. Therefore, students without required English proficiency are likely to fail at our institution and hamper our collaboration.

We kindly invite you to develop additional mechanisms and take necessary measures to ensure that your outgoing students have sufficient level of English (**minimum B1 according to CEFR**). As you will see in the nomination tool, your students' English proficiency test scores are required for the application process - this score can be obtained in an internal examination organized at your university or can be the score of an internationally recognized English proficiency test. Please indicate the test score on the "English Proficiency Document" which can be downloaded from the ICO website (<https://ico.metu.edu.tr/application>).



### **7.How can the partner institution nominate their students?**

We kindly ask our partners to submit their nominations by using the link below:

[oibs2.metu.edu.tr/Incoming\\_Exchange\\_Student\\_Nomination/](https://oibs2.metu.edu.tr/Incoming_Exchange_Student_Nomination/)


Please log in the system by getting a new password. While getting the password, please use the e-mail address that your home university officially informed METU International Cooperations (ICO) Office in regular correspondence. If you cannot log into the system by using your e-mail address, please have a contact with METU ICO.

We kindly ask our partners to submit the below documents to the online nomination tool. Please download the documents from the ICO website below and re-submit them with the required signatures:

<https://ico.metu.edu.tr/application>

Please note that these documents are compulsory for the students coming with Erasmus+ International Credit Mobility Program. The nominations will not be considered without these required documents:

- Selection Committee Report (please download from the ICO website above)
- English Proficiency Document of the Nominees (please download from the ICO website above)



**8. In addition to online nomination, is it also required for partner institutions to send the documents/website links for their application and selection processes?**

Yes.

We would like to draw your attention to the EU Commission's principle that as the higher education institution located in a Partner Country you have agreed to apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. To learn the important points regarding the selection criteria, you can check Erasmus+ International Credit Mobility Handbook for Participating Organizations below:

<https://erasmus-plus.ec.europa.eu/document/erasmus-international-credit-mobility>

We always respect and agree with the selection processes of our partner institution. However, we are required to present any application/selection documents of our partners during the audits which are done by the Turkish National Agency and the European Commission frequently. For this reason, in order to ensure the transparency of the selection process, we kindly ask our partners to send the below documents via e-mail as well:

- Link of your website announcement for this student mobility within the framework of Erasmus+ program
- List of all applicants and the selected beneficiaries with their overall points
- An official document with signature which shows the selection criteria for student mobility determined by your institution

Please submit all documents at once, with separate attached files, indicating the name of each student. You are not expected to submit documents for reserved nominees as they will be required only in the case that any of the main candidates withdraw their applications.

Document format: The documents in the format of photograph will not be accepted. We kindly ask you to submit the clean, scanned version of the required documents in PDF format.

Signatures: Please make sure that all of the documents contain original signatures and not copy-paste signatures.



**9. Are the students required to send a Learning Agreement Before the Mobility, prior to their study at METU?**

Yes.

Incoming students are required to send us a Learning Agreement Before the Mobility, prior to their study at METU. Students will be informed by the details of this requirements after their acceptance is confirmed.

Learning Agreement is a document which shows the courses that students will take at the host institution and their equivalents at the home university. It is signed by the home university as well as

the departmental coordinators at METU (students will be informed about their departmental coordinators). The document ensures the course recognition process, which is the main requirement of the Erasmus+ mobility program. However, students and partner institutions should be aware that it is still a tentative course plan and the most accurate course lists of students will be finalized during the course registration period at METU. For this reason, we kindly suggest students to take elective courses as much as possible, in accordance with the curriculum of their home institutions, which could be recognized by the home university in a smoother way.

If the course plans change for some reason, students are expected to submit Learning Agreement During the Mobility in 4-7 weeks. By signing and confirming these documents, HEIs verify the recognition of those courses.



**10. How many courses are the students required to take during their Erasmus+ ICM study at METU?**

Students who are selected to Erasmus+ ICM program to visit METU are required to take at least **30 ECTS** courses/research. The students will be guided about the available courses in a more detailed way after the nominations. In the meantime, the students may see the website below:

[https://oibs2.metu.edu.tr/View\\_Program\\_Course\\_Details\\_64/](https://oibs2.metu.edu.tr/View_Program_Course_Details_64/)



**11. Is it required for partner institutions to recognize the courses taken at METU?**

Yes.

We would like to remind you that program and partner HEIs are expected to recognize courses that students take at the host institution during their exchange periods

At the end of the semester, METU ICO provides an official transcript and certificate of attendance for inbound Erasmus/Exchange students and kindly ask them to submit these documents to their home institutions for the recognition processes. Moreover, at the end of semester and recognition processes, students are kindly expected to send us Learning Agreement After the Mobility and the transcript of records provided by their home institutions with the list of recognized courses.



**12. How is the Erasmus+ grant provided to students calculated?**

According to regulations of European Commission and Turkish National Agency, the monthly grant provided to incoming students is 800 Euro. The total amount of support is calculated according to the official semester dates, which is around 3,5 months at METU (so, approximately 800\*3,5 would be the main support). In addition to monthly support, the program provides a fixed amount of travel support, which is calculated according to the distance between the Ankara and the city that the home institution is located:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Obtained "km" value	Travel Support
10-99 km	20 Euro
100-499 km	180 Euro
500-1999 km	275 Euro
2000-2999 km	360 Euro
3000-3999 km	530 Euro
4000-7999 km	820 Euro
+8000 km	1500 Euro

Please be careful that the travel support is a fixed amount and it does not change even if the price of flight ticket is more or less than this amount.

Students receive 70% of their total scholarship at the beginning of semester and the rest 30% is provided at the end of the semester.

However, the initial scholarship payment takes around 2-3 weeks after the necessary procedures are completed. In the meantime, students should be prepared to cover their own expenses such as dormitory payments, personal expenses, etc. We suggest them bring enough money for their possible expenses for the time period until they receive the scholarship payment. Incoming students do not pay a tuition fee at METU; however, they are responsible for making their dormitory payment and other personal expenses.

### 13. Are students required to open a bank account in Turkey?

Yes, incoming Erasmus+ KA171/ICM students are required to open a bank account (Euro account) at METU branch of Vakıfbank (a Turkish state bank), which is located in our university campus. Erasmus+ scholarships are paid through these bank accounts and students are guided about how to open a bank account during the orientation week. It is not possible to transfer Erasmus+ grants to students' own accounts in their home countries.

### 14. Does METU offer a campus accommodation for incoming students?

There are a number of student dormitories located in the METU campus. In general, most of the students get a chance to be placed in one of the METU dorms; however, please be reminded that the dorm capacities are limited and no student is guaranteed to be placed at a dormitory at METU.

Applications for accommodation are taken after the acceptance procedures and the dorm placement is made based on first come first serve principle. Therefore, the earlier students fill out the application form, the more likely they will get to be placed at a dorm on the campus.


### 15. Are students required to be insured?

A health insurance valid in Turkey, which covers the whole period of students' mobility, is compulsory for all incoming students. The health insurance is necessary for residence permit and scholarship payment. They have two options regarding the purchase of health insurance:

a- Students may purchase it in their home country, and use it for the procedures here. Please keep in mind that the health insurance must be valid in Turkey with sufficient coverage especially in cases of specific medical intervention. If students purchase their health insurance in their home country, then they are required to submit the English version of their health insurance policy to ICO.

b- Students may purchase a health insurance in Turkey covering the specific requirements, upon their arrival with the help of ESN and the host students.

Expenses for insurance policies are students' own responsibility.



## **16. Are students required to apply for residence permit?**

Regardless of their visa status, students must apply for a Residence Permit within one month of their entrance to Turkey. There will be specific sessions regarding the residence permit procedures during our orientation program, and our office will provide assistance all through the residence permit procedures to all of the exchange students.

Students must hold a passport, which is valid until +60 days after the end of their stay in Turkey. Hence, students must be very careful about the expiry date of their passports.

### **STAFF MOBILITY**



## **1. How is the number of staff with SCHOLARSHIP determined by METU ICO?**

Each year, METU ICO applies for funding from the Turkish National Agency by preparing a comprehensive project application package. Upon the evaluations, the project application results are announced and METU ICO receives a certain amount of budget. Based on this information, the partner universities from the project regions are shortlisted according to a number of criteria, such as the on-going partnership profile, the incoming/outgoing mobility balance and the first-time participating institution priority etc. After this, METU ICO works on the details of staff call, as a result of which the exact number of staff WITH SCHOLARSHIP is made certain. To sum up, METU ICO informs its partners through direct emails about the number of staff which can be accepted at METU under Erasmus+ KA171 program and the partner universities are also expected to open up staff selection only after the official information by METU ICO.




## **2. Is the grant allocation among partners the same in every academic year?**

Depending on METU ICO's project budget, each semester (Fall/Spring) and academic year, the partner universities from which the staff can be accepted are up to change. Therefore, the partner universities are always asked to receive information from METU ICO prior to informing their staff. For example, one of METU ICO's partner university might have received the email to open up a call to send 2 staff to METU in a semester; however, in the upcoming academic year(s), due to such developments as the addition of more partners in the same region, lessening of overall project budget for the same regions etc, the number of staff for the same university changes. To sum up, the partner universities are kindly asked not to assume in each semester or academic year, they can be allocated the same quota for staff mobilities WITH SCHOLARSHIP.



## **3. Can the partner universities send more staff than the allocated quotas?**

The partner universities cannot exceed the allocated number of staff WITH SCHOLARSHIP. The partner universities can select staff WITHOUT SCHOLARSHIP, which will be ZERO-GRANT/SELF-FUNDED Erasmus+ students. The staff will still need to prepare all the required documents regardless of their grant status.



**4. Is it possible for the partner universities to organize a selection process and nominate Erasmus+ staff with scholarship without the confirmation of METU ICO?**

We kindly expect our partner institutions not to organize a selection process unless we inform them about the availability of funding and quotas; nominations without the prior information and confirmation of METU ICO are not accepted. So, PLEASE WAIT FOR OUR CONFIRMATION BEFORE ORGANIZING A SELECTION PROCESS FOR ANY MOBILITY TYPE. If you do not receive any e-mail from METU ICO, this will most probably mean that there is no available grant for your country/institution (the Erasmus+ KA171 budget is on country/region based).

For our partners who have a strictly determined calendar for the staff selection, we still recommend them to contact us before opening a call to receive information about the quotas within the Erasmus+ ICM program.



**5. What are the deadlines of nominations and applications of staff?**

Staff Mobility for Teaching / Application period: **1 September-15 October**

Staff Mobility for Training / Application period: **1 March-15 April**



**6. What is the acceptance procedure for staff mobility for teaching?**

Before the application period, METU ICO informs the partner institutions about the available quotas (if there is funding for specific region and country) and kindly ask them to organize a selection process and nominate their teaching staff. METU ICO collects the application documents of these nominees during the official application period indicated above and send them to the applied departments for their reviews. Academic departments evaluate the applicants' field of expertise, years of service as well as proposed plan of teaching and the acceptance of teaching staff is determined by the host department itself. In case of rejection of the main nominee by the departments, partner institution may nominate another teaching staff from their reserved list.



**7. When can the accepted teaching staff organize his/her Erasmus+ visit?**

As their acceptance and status are confirmed by METU departments, the nominees can arrange their visiting period with the host department itself, according to the availability of both sides. The deadline of Erasmus+ KA171 ICM projects is 31 July; so, in any case, beneficiaries are kindly asked to organize their mobility period before this date.



Please be reminded that incoming staff for teaching is a **one-week activity**; so, it is different than a faculty exchange for one semester.

## 8. What is the acceptance procedure for staff mobility for training?

For Erasmus+ incoming staff mobility for training, METU ICO organizes an International Staff Week every year and it is not possible for our side to host incoming administrative staff out of staff week, during the semester on individual basis. For the announcements of METU staff weeks, the website of İmotion might be followed. For the content of previous programs, the following web page of METU ICO might be visited as well:

<https://ico.metu.edu.tr/training-mobility-2>

Before the application period, METU ICO informs the partner institutions about the available quotas (if there is funding for specific region and country) and kindly ask them to organize a selection process and nominate their staff for training. METU ICO collects the application documents of these nominees and evaluates the applicants.

Name of Institution	Middle East Technical University
Website of Institution	<a href="http://www.metu.edu.tr">www.metu.edu.tr</a>
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METU International Cooperations Office Website	<a href="http://ico.metu.edu.tr">ico.metu.edu.tr</a>
Postal Address	International Cooperations Office Solmaz Izdemir Hall, Main Library Building Middle East Technical University 06800, Cankaya, Ankara/Turkey
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