



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

Application Period for 2020-2021 Academic Year

04.11.2019-29.11.2019

A) APPLICATION CRITERIA

1. The student must have completed at least 1 year in the registered program. During the application, student must have a cumulative grade point average (CGPA) in the registered program and he or she must be continuing to the program at the same level for the upcoming year.
2. Undergraduate students must be studying at least in the 2nd grade of higher education during their Exchange period. Since the students of the Department of Basic English and Academic Deficiency programs have not a CGPA yet, they are not able to apply to the program.
3. According to evaluation system of Middle East Technical University, only the students who have **a CGPA of at least 2.50 in the undergraduate level and at least 3.00 in the graduate level** are able to apply to the program. Some partner universities may ask for a higher CGPA, please check the application call in the International Cooperation Office's website and the partner universities' websites.
4. The students who will apply to the program are supposed to take 30 ECTS (approximately 5 courses) in the partner universities where they will study; graduate students must do a thesis study in an equivalent level.
5. For this reason, the students must have at least 30 ECTS of course load (the course load which is supposed to be taken at METU during 1 semester) for the time they will participate to the program. There is no restriction for the graduate students who are in the thesis period and want to apply to the program since they already have a thesis course load which is more than 30 ECTS. However, these students must find a thesis advisor in the partner institution and they must get an approval both from the advisor at the host institution and their advisor at METU. The application of the students who have not enough course load can be cancelled by the departmental coordinators.
6. At the end of the Erasmus+ Noneuropean Exchange Program, the payment of the 20% of the grant will not be made to the students who are not successful from at least 20 ECTS out of 30.

Exceptional situations:

**The evaluation will be based on course number where the partner institution is not using ECTS system. For such universities, the students must pass at least 3 of their courses out of 5.*

7. The courses which are taken at the partner institution must be recognized

8. The course grades FF / FD / W are not hinder for applications. . However, the students with these grades must consider METU regulations and departmental policies, which may affect their participation in the programme. Furthermore, these FF / FD / W grades may influence the host university's decision to accept these students.
9. It is obligatory to attend **English Proficiency Exam for Exchange Programmes (EPEEP)**. The students with such different English Proficiency points as TOEFL, IELTS are also required to take the language exam. (Exam **Date: December 7th, 2019**). The exam places will be announced on ICO webpage after the end of application period. Some notes regarding the exams:
 - The students can take the exam only once in an academic year. That's why, the students who took the exam once will not be able to take the EPEEP for the Erasmus+ European Program (29 February 2020).
 - The EPEEP is organized by the Department of Basic English. The students who cannot take the exam due to any illness conditions must present their related medical reports to ICO. Otherwise, the applications of those students who do not take the English exam will not be valid.
 - During the application process, our Office does not require an internationally recognized English language certificate. However, most of the partner universities may ask for such an English Proficiency Document from the students. Henceforth, the students are highly advised to check the language requirements of the host university.
10. The applications are made for the next academic year. For example, the applications received during the 2019/2020 academic year are for the 2020/2021 academic year (fall and spring semesters).

B) IMPORTANT POINTS

1. Each student has a right to benefit from the Erasmus+ Higher education mobilities (internship and learning) up to 12 months in each cycle of study (undergraduate, master, PhD). The period which will be spent within the framework of International Credit Mobility will also be included in these 12 months within the Erasmus+.
2. The duration of participation to ICM for the students who have already participated an Erasmus+ and/or traineeship program in the same study cycle (undergraduate, master, PhD) will be calculated by subtracting the total mobility duration from 12 month. The application will be approved only if the remaining duration is enough to spend a semester in the partner institution.
3. To receive the grant within the framework of ICM, the duration of mobility must not be less than an academic semester (3 months- 90 days).
4. The student can participate at the ICM program in the country of his or her nationality. However, these students will be given low priority in the evaluation.
5. Even if there are more than one agreement for a specific country, the grant provision to the students will be made by considering the quotas for the countries. The students who are placed to a university without a grant will be able to benefit from the program as Zero Grant students. However, the zero grant students must submit all the documents which are submitted by the granted students.

6. The students must be sure that the partner university to which they are applying should have their department and study cycle. The university can be in the application system but it does not mean that there are all the departments and study cycles in the related university.
7. The students can apply only for the study cycle in which they are studying at METU. An undergraduate student cannot apply for a program in the level of masters or PhD. However, after being selected for the program, the students can take courses from different study cycles as soon as the partner university and their department at METU allows.
8. Partner universities can ask for a transcript of records which covers all the semesters before applying to the program in order to follow the academic achievement of the students and the student's academic achievement can have a role in the decision of the partner university.
9. The students can be asked to submit a relevant language proficiency document during their application to the host university (TOEFL/IELTS for English-medium universities, etc.). The students are not able to study at the partner institution if they cannot prove their language level. The application criteria for the language proficiency may change for different universities. Hence, the students must visit the websites of the partner universities and check if they are able to provide the necessary proficiency level before the application deadline to the university.
10. The selected students must apply for an academic permit at METU before their mobility at partner university.
11. **Within the scope of Erasmus+ ICM Programme, the courses that are successfully passed at the host university must be recognized at METU. The course placement procedure goes as below:**

« In correspondence with the course counters, at Undergraduate level, CC and higher grades I at Graduate level, BB and higher grades must be placed at student's curriculum if they are regarded so. The students receive "EX" grade for these courses' placement and are exempted from them. Also, these courses are not included in CPGA. These courses appear as the semester in which the student participates in Erasmus programme on their transcripts. The corresponding course details of these courses at the Host university are indicated on the "Remarks" section. » In correspondence with the course counters, at Undergraduate level, CC and higher grades I at Graduate level, BB and higher grades must be placed at student's curriculum if they are regarded so. The students receive "EX" grade for these courses' placement and are exempted from them. Also, these courses are not included in CPGA. These courses appear as the semester in which the student participates in Erasmus programme on their transcripts. The corresponding course details of these courses at the Host university are indicated on the "Remarks" section.

C) HOW TO APPLY?

1. The application is made ONLINE between November 4th and 29th, 2019. (You can have access to the link of online application page on ICO webpage.)
2. At most 4 universities can be chosen. The list of partner universities can be found out on the ICO's webpage.
3. After the online applications are completed, Erasmus Departmental Coordinators will check the applications of students one by one and **give "red" or "green" light to them**. The applications, which are red-lighted, will be invalid. Therefore, it is extremely important to

consult with Erasmus Departmental Coordinators about the preferences during the application process. The departments may have various limitations of their own. You can have access to departmental limitations on the link below. <http://ico.metu.edu.tr/departments-restrictions-outgoing-students-0>. Moreover, you can have access to the link of Erasmus Departmental Coordinators below; <http://ico.metu.edu.tr/departmental-coordinators>.

D) SELECTION PROCESS AND LANGUAGE PROFECİENCY

For each candidate, the selection point will be calculated based on the following formula:

$$\%50 \text{ EPEEP Score} + \%50 \text{ Semester-based CGPA}$$

Semester-based CGPA: Each student's CGPA is calculated according to the CGPAs of the applicants from the same department in the same grade and then a new application point is created.

Example:

Student CGPA: 3.15		
CGPA of the related department's students in the same semester with the applicant: 2.89		
Ratio:	$3.15/2.89$	= 1.09
$25*1.09=$	26.09	
Overall Erasmus application score: $3.15 \times 26.09 =$	82.18	
*the convergent factor to calculate 50% of the CGPA = 25		

Starting from the highest score, the applicants are placed to their preferred universities, according to the university quotas.

In order to enable more students take part in exchange programs, applicants are placed at universities for only one semester.

- In the selection process, **10 points** will be decreased for each mobility of the students who already attend to an Exchange program conducted by the university. 10points will be decreased from the student who attended to one program, **20 points** from the one who attend two programs, **30 points** from the one who attended three programs.
- The students who are selected but want to withdraw from the program will be given a waiving period between **6-24 January 2020**. If the students do not inform the International Office that they want to withdraw from the program within this period, there will be a **10 point** decrease in their further applications for any Erasmus+ mobility program (Erasmus+ European Mobility, Erasmus+ Traineeship, Erasmus+ ICM).
- The students with disability who also have an official report will be given an extra **10 points** in their overall scores. **The related report should be submitted to the online application system within the application period. Extra point will not be applicable if the report is not submitted.**
- **15 points will be added** to the overall score of the students who are the relatives of martyrs and veterans. **The proving documents must be uploaded to the online application platform**

before the application deadline. Additional points will not be given if the official documents are not presented.

- **10 points will be added** to the overall score of the students who have been under protection by 2828 Social Services Law. The proving documents must be uploaded to the online application platform before the application deadline. Additional points will not be given if the official documents are not presented.

E) SCHOLARSHIP & COST

1. Selected students are exempt from paying a fee to the host universities. However, Exchange students who are responsible to pay a tuition fee will continue to pay school fee to METU; they are exempt from paying to partner university.
2. Students selected for this program with a grant will receive **700 Euro** per month and also **travel support ranging from 275-1500 Euro** according to distance between Ankara and the city that they will study.
3. Travel support will change between **275€ and 1500€** according to the city of the university where the student will study. The distance between Ankara and the specific city is calculated via the following link:

http://ec.europa.eu/education/tools/distance_en.htm

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

4. Personal spending such as visa; book and stationery; food and drinks; and health insurance are the student's responsibility.
5. 70 percent of the grant payments are done before the mobility. The rest is paid after the student successfully completes the program and returns to METU.
6. It is possible to participate in the program without grant as well.