



2024-25

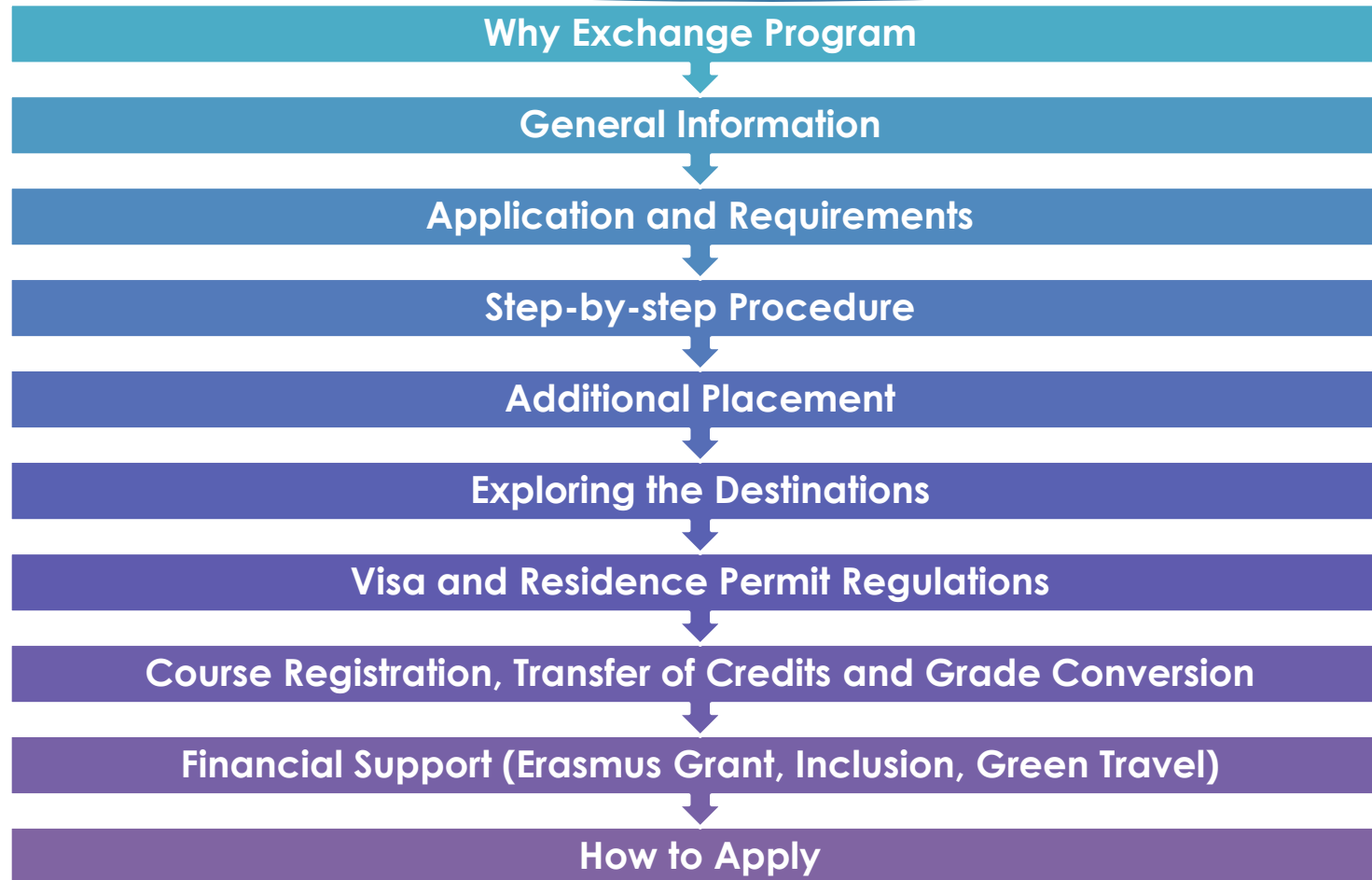
Erasmus+ Study Mobility Application



Erasmus+

— ÖZYEĞİN —
— UNIVERSITY —

Overview



Why Exchange and Erasmus+ Program

- Gain an international network
- Discover different cultures
- Improve your language skills
- Stand out in the job market
- Access a wider range of subject areas
- Acquire an international perspective and experience a different academic system
- Build up motivation, independence, and confidence

General Information

- ▶ **Fall or Spring Semester must be chosen** & minimum 2 months study period
- ▶ **Slots are institution based** / not semester-based
- ▶ **Multiple participation** in the Erasmus+ program is possible
- ▶ **Double-major students** should select one of their programs when applying.
- ▶ **Full recognition** - Courses taken abroad will be transferred with grade and credits.
- ▶ **No tuition fee at the host university**, continue to pay OzU tuition fee.
- ▶ Accommodation, travel, insurance, food, visa/residence permit etc., **costs are your responsibility** during exchange
- ▶ Quotas, dates, and **requirements of partner universities are subject to change** based on their internal decisions.

Application and Evaluation Process

Online Application Period: **6 - 20 February 2024, 13:00**

Application forms: 1- **TURNA Portal** - <https://turnaportal.ua.gov.tr/giris>
2- **KION system** - intexchange.ozyegin.edu.tr

You must submit both application forms before the deadline. Otherwise, your application will not be considered.

1. Take the **Erasmus Language Exam (ELE) on Saturday, 24 February 2024, at 13.00. The exam will be conducted face-to-face on campus.** The exam result will be valid for 2 years (for 2024 & 2025 application calls). 2023 ELE scores and other standardized language exam scores (IELTS, TOEFL, PTE etc.) will not be considered valid for the application.
2. Ranking & placement results will be announced late March and the objections will be collected in 3 days. Please note that the grant distribution **will not** be published with the placement results.
3. **The placed students will submit the Commitment Form by Monday, 1 April 2024.** If you don't submit your commitment form, your application will be automatically cancelled.

Eligibility Criteria

- ❖ Being a full-time student at OzU,
- ❖ **Minimum 2.20/4.00 CGPA** for undergraduate students,
- ❖ **Minimum 3.00/4.00 CGPA** for graduate students – *academic advisor's approval should be sent to International Exchange Programs Office (IEPO) by email before the application deadline.*
- ❖ Registering for the **2024 Erasmus Language Exam (ELE)** by submitting the application form and getting a minimum 60/100 points from the ELE,
- ❖ Be completed minimum 24 ECTS credits at the time of the application.

At the time of nomination for placement to the partner university, students must have completed at least 54 ECTS credits in their current programs from which they applied, with a minimum of 30 ECTS credits remaining for graduation.

Evaluation and Placement

- ▶ Applications are first evaluated for eligibility by the IEPO. The placement result will be published in late March and the Erasmus+ grant will not be published with the placement result.
- ▶ Students who have **a minimum of 60/100 ELE score and a minimum CGPA** will be evaluated.
- ▶ Placement and evaluation are based on the Erasmus score.
- ▶ **Erasmus Score = CGPA 50% + ELE Score 50% +** if applicable, additional Turkish National Agency Additional Criteria
- ▶ **Ranking** will be faculty/school-based.
- ▶ After the eligibility check, students are placed to partner universities based on their **Erasmus scores, preferences and the quotas of the partner universities.** Student with the highest Erasmus Score is placed to the first university in his/her preference list.
- ▶ **The placed students will submit the Commitment Form by Monday, 1 April 2024. If you don't submit your commitment form, your application will be automatically cancelled.** The students who will study in a language other than English will submit a language proficiency report by 1 April 2024, Monday.

Additional Criteria for Erasmus Scores by the Turkish National Agency

To qualify for extra points students must submit the relevant documents at the time of application. Below mentioned scores will be applied to the Erasmus score.

(+) **Students with disabilities** will be given an extra 10 points.¹

(+) Students who are the children of **Veterans/Martyrs** will be given an extra 15 points.²

(+) Students who themselves or their first-degree relatives **receive disaster financial support from AFAD** will be given an extra 10 points. Students who apply to both the Study and Traineeship Mobility programs must declare which of their applications they would like the extra 10 points to be applied to. An extra 10 points can only be given to **one of the applications** chosen by the student in his/her petition.

(+) Extra 10 points will be given to students **under protection, care, and shelter** by Act No. 2828 Family Social Services or 5395 Child Protection Law if they submit necessary documents.

¹ The student must submit the Disability Health Board Report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated 20 February 2019 and numbered 30692.

² In addition to the spouses and children of war veterans and war martyrs, when applying for Erasmus traineeship mobility, priority is given to the spouses and children of public officials who, "while performing their duties domestically or abroad, or even after the termination of their status, become victims of terrorist acts, get injured, disabled, or killed" as outlined in Article 21 of the Law on the Fight Against Terrorism numbered 3713, dated 12/4/1991. Furthermore, in line with Article 7 of Decree numbered 667 dated 23 July 2016, priority is granted to civilians who became disabled, and the spouses and children of these civilians, as well as the spouses and children of those who lost their lives due to the coup attempt and terrorist acts on 15/07/2016, when applying for Erasmus traineeship mobility.

Additional Criteria for Erasmus Scores by the Turkish National Agency

Below mentioned scores will be applied to the Erasmus score.

- (-) Students who have **previously participated** in the Erasmus+ program at the same study level will have 10 points deducted.
- (-) Students who **withdrew from the program in the previous years** after submitting the commitment form will have 10 points deducted.
- (-) Students who wish to participate in the program in **their countries of citizenship** will have 10 points deducted.
- (-) Placed students who **did not attend the mandatory orientation sessions before** without a valid excuse previously will have 5 points deducted.

If you would like to apply for both traineeship and study mobility, **10 points will be deducted from your Erasmus Score for traineeship application.**

Timeline



- Acceptance by the host institution is never guaranteed!
- You may apply for Erasmus+ and Global Exchange Program but you may need to withdraw from one within the deadline given by our office since it is not possible to participate in both programs in the same semester.

Additional Placement Rounds

- ▶ Students **who are eligible but not placed during the first evaluation period** due to the lack of quotas will be waitlisted to be considered for the remaining quotas during the additional placement rounds.
- ▶ Waitlisted students will be informed via email by IEPO.
- ▶ During the additional placement rounds, students may have to choose the 2024-25 **spring semester** as their exchange term.
- ❖ **Please note that it is not possible to change the university you are placed to.**
- ❖ Second placement is not applicable for new applicants.
- ❖ **Placed students will not be considered** for the additional placement rounds.

Tips for Institution Selection

- ▶ **Course Catalogue** - Check the partner university website for the most suitable institution and semester for you.
- ▶ **Language of Instruction** - Available courses in English? Additional IELTS/TOEFL requirement?
- ▶ **Academic Calendar** - Is there an overlap?
- ▶ **Visa and resident permit procedure** – processing time, bank statement
Visa and residence permit regulations vary from country to country and are subject to change each year
- ▶ **Services Offered:** housing, orientation, etc. They may not offer on-campus residence halls
- ▶ **Cost of living:** accommodation, health insurance, transportation, food etc.
- ▶ **Cultural & Social Opportunities**

Please note that it is not possible to change the university you are placed to.

Visa & Residence Permit

Country	Venue	Visa Application Fee	Bank Statement	Processing Time	Residence Permit / Fee
Austria	İstanbul	25+ age 150 EUR, Free for < 25 age	569,11 EUR < 24 age , 24+ age 1030,49 EUR per month A bank statement may be requested depending on the accommodation fee.	4-6 weeks	may not be required
Belgium	İstanbul - <i>VFS Global</i>	610 TRY service fee for TR student 5490 TRY for non-Turkish Citizens	Min. amount is not specified but a statement is required	Not specified	may not be required
Czech Republic	İstanbul – <i>VFS Global</i>	80 EUR + 20 EUR service fee (Long term visa)	15 times the monthly minimum (3,130 CZK) for the first month and double that for each following month	up to 45 days	may not be required
Croatia	İstanbul – <i>VFS Global</i>	93 EUR + 28 EUR service fee (Long term – Type D)	Min. amount is not specified but a statement is required	4-6 weeks	113 USD
Estonia	Ankara	100 EUR	Personal bank statement is preferred	4-6 weeks	Upon arrival in a month
Finland	Ankara – <i>The Consulate</i>	450 EUR - including Residence Permit fee 76.5 Euro Service fee	600 EUR per month	6-8 weeks	Included in the visa application fee
France	İstanbul – <i>CampusFrance</i>	50 EUR (Type D - National Visa)	620 EUR per month	4-6 weeks	Not required if study period is shorter than 6 months
Germany	İstanbul – <i>iDATA</i>	75 EUR + 27,5 EUR service fee (National visa)	approx. 950 EUR per month – blocked bank account opened in Germany	min. 6 weeks	may not be required
Greece	İstanbul – <i>The Consulate</i>	It depends on length of stay. (National visa)	Min. amount is not specified but a statement is required	4-6 weeks	150 EUR
Hungary	İstanbul – <i>The Consulate</i>	110 EUR + 25 EUR submission fee	Min. amount is not specified but a statement is required	4 weeks	60 EUR

Visa and residence permit regulations and application fee vary from country to country and are subject to change each year.
Please check the related consulate website for up to date information.

Visa & Residence Permit

Country	Venue	Visa Application Fee	Bank Statement	Processing Time	Residence Permit / Fee
Italy	Depends on residency – iDATA	1.519 TL + 1.308 TRY service fee (Type D - Study Visa)	Daily amount 28 EUR	4-12 weeks	150 EUR
Lithuania	Ankara – VFS Global	25+ age 80 EUR, free for <25 age+ 15,90 service fee	420 EUR per month + 420 EUR	6 weeks	may not be required
Poland	İstanbul – VFS Global	90 EUR + 13,5 EUR service fee	701 PLN per month + 2500 PLN	3-4 weeks	may not be required
Portugal	Ankara – The Consulate	75 EUR, If there is an Erasmus Program statement in the acceptance letter, TR Citizens may not be charged a fee	Having a regular salary for the sponsor	8 weeks	may not be required
Romania	Romanian Immigration Office	120 EUR (Type D/SD– Long Term Residence)	Min. amount is not specified but a statement is required.	6-8 weeks	Required upon arrival - Romanian Immigration Office
Slovenia	Ankara – The Consulate	80 EUR + 22.50 EUR service fee (Type D – National Visa)	500 EUR per month – Letter of guarantee is required.	3-4 weeks	12 EUR
Spain	İstanbul – The Consulate	88 USD + 18 USD service fee	Must provide signed and stamped bank statements with sufficient economic resources and a consistent income source for themselves and/or their family members.	6-8 weeks	may not be required
Sweden	İstanbul	4440 TRY - included Residence permit for studies	SEK 9,450 (850 EUR) per month	No information	included in the visa application fee
The Netherlands	via Host University	380 EUR - included Residence Permit fee	900 EUR per month - bank account opened in the Netherlands and blocked	4-6 weeks	included in the visa application fee

Visa and residence permit regulations and application fee vary from country to country and are subject to change each year. Please check the related consulate website for up to date information.

Course Registration, Transfer of Credits and Grade Conversion

❑ Course Registration

- 30 ECTS credits per term
- approval prior to the exchange term by the program coordinator

❑ Transfer of credits and courses

- Exemption from OzU courses
- Full recognition for successfully completed credits
- Failed courses will not be transferred
- Receiving the official transcript from the host university (6-8 weeks)

❑ Grade Conversion

- Grading scales vary at each partner institution

<https://www.ozyegin.edu.tr/en/student-services/semester-and-course-registrations/exemption-courses>

Erasmus+ Mobility Grants

- ▶ The Erasmus grant allocated to OzU by the Turkish National Agency (TR NA) is limited in amount. The grant distribution results can only be published after the official announcement by TR NA, which typically occurs during the late summer. Consequently, **the announcement of the study mobility grant distribution will not be published with that of the placement results**
- ▶ Erasmus grant distribution is based on the Erasmus score and faculty/school ranking. The grant distribution method will also be announced with the grant distribution announcement.
- ▶ The monthly amount varies by **the host country**.
- ▶ **Maximum 4 months** (120 days) of your study period will be funded.
- ▶ **Erasmus grants will fund you partially** so that you will need additional resources for essential living expenses.
- ▶ **Since the grant distribution announcement is published in the summer**, there might be a delay with the payment of the fall term exchange students.
- ▶ It's possible to participate in the Erasmus+ program as **a zero-grant student**.

Study Mobility Grants

Country groups based on cost of living	Countries	Monthly amount
1st group	Denmark, Finland, Ireland, Liechtenstein, Malta, Norway, Sweden, Luxembourg, Spain, Italy, France, Iceland, Belgium, Southern Cyprus, Germany, Greece, Austria, the Netherlands, Portugal, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	600 EUR
2nd group	Bulgaria, Hungary, Lithuania, Poland, Romania, Croatia, Serbia, The former Yugoslav Republic of Macedonia	450 EUR

Additional Grant Support for Disadvantaged Students

The **grant receiving** exchange students who are **financially and socially disadvantaged** may receive an additional grant during their exchange term. **The amount is 250 EUR per month.** In order to benefit from this additional grant, students must submit the required document(s) from the official authorities. Eligible applicants are:

- ▶ Students who are subject to the decision of protection, care, and shelter based on Act No. 2828 Ministry of Family and Social Serv. Law;
- ▶ Students who are subject to the decision of protection, care, and shelter based on Act No. 5395 Child Protection Law;
- ▶ Students who receive orphan's pension (if the other parent does not have any income);
- ▶ Students who are children of martyrs/veterans (for Turkish students only);
- ▶ Students whose families or themselves receive support due to financial hardship (Muhtaçlık Aylığı); *
- ▶ Students with one parent or guardian that receive support due to disability or financial hardship; **
- ▶ Students whose first degree relatives or themselves receive disaster victim financial support from AFAD
- ▶ Students with disabilities ***

*Students must submit the official document provided by Municipalities, Public Institutions or Official Public Organizations (such as Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Turkish Red Crescent, AFAD, etc.) attesting that they benefit from the official financial support at the time of the application.

**Within the scope of the Law No. 2022: "Law on Pensions to the Needy, Powerless and Orphan Turkish Citizens and Disabled Persons Over 65", dated 01.07.1976; (<https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>)

***Disabled people with at least 50% disability documented by the Disability Health Board report in the "Regulation on Disability Assessment for Adults" published in Official Gazette No. 30692 dated 20 February 2019

Receiving the KYK Scholarship or Loan is not acceptable to apply for the additional grant.

Inclusion Support for Special Need

Additional funding is available for participants whose individual physical, mental or health-related conditions are such that participation in Erasmus+ program would not be possible without extra support. Additional grant requests can be made within the mobility period, but in any case, up to 60 days before the mobility ends.

Students must submit:

- ▶ [National Agency Additional Grant Request Form](#) (In the application form, it is necessary to explain why Inclusion Support is needed and attach supporting documents.)
- ▶ A doctor's report giving information about the disability and its level (not older than 3 months) and/or a photocopy of the disability card, doctor's report for chronic diseases)
- ▶ Acceptance letter from the partner university (must state that it has the necessary equipment to meet the student's special requests.)

In order for a student to be considered for the Inclusion Support, students must inform the International Exchange Programs Office of their circumstances and provide official documentation of their disability and declare the specific needs related to their condition. If the participant has an additional grant request, the approximate costs and justifications must be declared to IEPO. IEPO will submit requests to the Turkish National Agency for evaluation.

Green Travel Support

Students who do not receive travel support, if they prefer green travel, can be given **an additional one-time grant of 50 Euros.**

Green travel is defined as travel that uses low-emissions modes of transport for the **main part of the travel**, such as bus, train, or car-pooling. In case of only one direction of travel for the exchange term, the student cannot benefit from the green travel support. Please note that electric car use is not considered green travel unless shared with another participant.

All green travel support requests will be evaluated individually and support can only be provided after the approval of the Turkish National Agency.

Further information is available on our [web site](#).

How to Apply

Step 1: TURNA Portal

- ▶ Login to the TURNA Portal with your e-Government (e-devlet) account credentials.
- ▶ You should create a brand-new application in the portal.
- ▶ *FOR INTERNATIONAL STUDENTS:* International students need to obtain an e-Government password from the PTT post office to log in. Students who have a bank account in Türkiye can also use their online banking information to log in. There may be technical restrictions on logging in from outside Türkiye in the e-government system. We kindly ask international students accessing the TURNA Portal from abroad to inform our office in advance. They will be provided with a personalized application link for single use only.
- ▶ Applicants are responsible to check and complete all sections carefully in the application form. When all mandatory parts are filled in, students should submit the application form and download it. The downloaded form must be uploaded to the KION system.
- ▶ Since the application form is available only in Turkish, international students are encouraged to use Google Translate.

Application instructions in detail can be checked in the guideline.

How to Apply

Step 2: KION System

- ▶ Login to the KION system with your SIS username and password.
- ▶ **If you are applying for the first time**, click “Register & Apply” to create your account first. After completing all the steps to create an account, you will receive a confirmation e-mail, and then you can log in to the system and fill out the application form. **If you have applied to the Erasmus+ program before**, you can proceed with your SIS credentials to log in.
- ▶ When all required parts are completed, students should submit the application form.
- ▶ You should see the “submitted” status after completing the application in the KION system.

Application instructions in detail can be checked in the guideline.

Thank you & Good luck !

IMPORTANT LINKS

- [1. Application Form – TURNA Portal](#)
- [2. Application Form – KION System](#)
- [Online Meeting Request](#)
- [Faculty Program Coordinators](#)
- [Grade Conversion Table](#)

Contact

international.relations@ozu.edu.tr

International Exchange Programs Office

<https://www.ozyegin.edu.tr/tr/degisim-programlari-ve-isbirlikleri>