



Applications under the Erasmus+ **2023 Project Period** for our students who wish to do internship abroad within the framework of the Erasmus+ Exchange Programme **for the 2023-2024 and 2024-2025 Academic Years** will be accepted **between the dates 28.03.2023 and 14.04.2023**. No applications or documents will be entered into the system after the specified date.

### **Application Conditions;**

1. Students who will participate in the mobility program must be full-time students at Istanbul Galata University. Full-time students who are at least 1st grade can apply for learning and/or internship mobility.
2. Students registered at a Bachelor's/Associate Degree programme who have a cumulative GPA of at least 2.20 out of 4.00.,

#### **Students whose transcript is not yet available during the application process**

- a. Students who are registered at a bachelor's degree programme through vertical transfer must have a GPA of at least 2.20/4.00
  - b. Students who have a graduation score of at least 75/100 (for first-year students)
3. To be eligible for the Student Mobility for Studies, students must have the required workload of ECTS (30 ECTS Credits per Academic Term, 60 ECTS Credits per Academic Year and 20 ECTS for one term in three-semester Education).
  4. For those students who participated in the 2014-2020 mobility, the total duration of the mobility activities including the new period cannot exceed 12 months within the same cycle of study.
  5. Students can apply for learning and internship mobility during the frozen period. However, they cannot perform their learning mobility or compulsory internship during the period of freezing their registration.

### **Who are not Eligible to Apply for the Mobility;**

1. Students at the Preparatory Programme and those enrolled in a Distance Learning programme are not eligible to apply.
2. Last year students cannot apply for Erasmus + Learning Mobility.
3. Double Major students can apply for only one of their Majors.
4. Minor students can apply for their major department.

**Attention:** Students who do not renew their registration cannot apply.

**Internship Mobility;** Compulsory or optional full-time internships recognized by the higher education institution as part of the student's study programme.



1. For a diploma programme, a traineeship is not compulsory. However, students must do their traineeship in an institution or organisation whose sectoral activities are relevant to their study programme.
2. Full-time internship is the internship that the student does during the activity period on a full-time basis. The full working day should be determined by taking into account the weekly working hours of the full-time employees in the destination country.
3. The suitable workplaces for a traineeship include the following, but not limited to:
  - a public body at local, regional or national level;
  - embassies or consular offices of the sending Programme Country;
  - a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
  - a research institute;
  - a foundation;
  - a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
  - a non-profit organisation, association, non-governmental organisation;
  - a body providing career guidance, professional counselling and information services;
  - a higher education institution (The receiving institution located in a Programme Country must be awarded with an ECHE.)
4. Students can participate in the Student Mobility for Traineeship each year of their studies, and senior students can participate in the mobility within 12 months following their graduation. Senior students who wish to participate in the mobility after graduation must apply before they graduate, when they are still active students in their degree programme (Associate, bachelor's or Doctoral Degree). Graduates cannot apply for the Student Mobility for Traineeships.
5. Inter-institutional agreement is not required for Internship Mobility
6. The minimum duration for internship mobility is 2 full months, and the maximum duration is 12 full months.

### **Required Documents for Application;**

1. Transcript (up-to-date and certified)
2. Statement of Student Status (up-to-date and certified)
3. Additional Documents ( \* Documents basing the request for additional grant support should also be uploaded to the system as PDF.)

### **Important Notes:**

1. Barcoded documents issued on the E-Government will be valid.
2. If the date on the Transcript and Student Certificate is at least 15 days before and/or not the same as the application dates, the application will be deemed invalid.
3. Incomplete or incorrect applications will be viewed as invalid, and those students who submitted such application will not be able to take the Erasmus Language Proficiency Exam.
4. If the student is a dual citizen, it is obligatory to upload the front side of both IDs or passports.



## English Proficiency Exam for Exchange Programmes;

Students who would like to study abroad and do internship within the scope of Erasmus + Exchange Program are required to take the written exam which will take place on **17/04/2023**, as well as the speaking exam on **18/04/2023**. The first session of the Erasmus+ language exam, the written exam (75%), aims to measure the student's grammar, reading-comprehension skills and vocabulary, and the second session of the oral exam (25%) aims to measure the speaking skill. Candidates who do not attend the first session will not be entitled to attend the second session. There is no make-up exam for the language exam.

Students who fail to pass the minimum score of 40 (forty) in the written exam will not have the right to participate in the speaking exam. Students who do not get a "passing grade" in the foreign language exam will not be evaluated.

To pass the exam and become eligible for the Student Mobility, students must receive a minimum score from the English exam (total score obtained from the verbal and written exams) corresponding to B2 level according to the CEFR system. The minimum score required to pass the exam is 65 (sixty five).

Students who will not take the Foreign Language Proficiency Exam to be administered by our University can submit a letter including their scores of an exam deemed equivalent by ÖSYM (Centre for Assessment, Selection and Placement) (such as TOEFL, IBT, PTE Academic, CPE and CAE). The score obtained from such equivalent exams must correspond to the minimum score required (65) for ; KPDS/ÜDS/YDS. The score obtained from an equivalent exam will be deemed valid and evaluated according to ÖSYM's Score Conversion Scale. The relevant exam result documents must be uploaded to the system during the application. Documents sent after the application are not accepted.

[The list of applicants to take the exam and exam hours will later be announced on the website's "announcements" section.](#)

## Selection Criteria;

Criteria and weighted scores to be used in evaluating applications:

| Ölçüt                                                                                                                          | Ağırlıklı Puan                 |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <i>Academic achievement level</i>                                                                                              | <i>50% (out of 100 points)</i> |
| <i>Language level</i>                                                                                                          | <i>50% (out of 100 points)</i> |
| <i>Martyr and veteran children*</i>                                                                                            | <i>+15 points</i>              |
| <i>Students with disabilities<br/>(During Application, the required document(s) must be submitted to the Erasmus Office)**</i> | <i>+10 points</i>              |
| <i>Students for whom there is a court ruling concerning protection, care or housing under the Social Work Act no. 2828***</i>  | <i>+10 points</i>              |
| <i>Submitting an acceptance letter for traineeship during application</i>                                                      | <i>+10 points</i>              |



|                                                                                                                                                                                                                                                                                              |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <i>Internships (DOTs) to develop digital skills are prioritized****</i>                                                                                                                                                                                                                      | <i>+5 points</i>  |
| <i>Students who have participated previously (with or without grant)</i>                                                                                                                                                                                                                     | <i>-10 points</i> |
| <i>Participating in mobility in the country of citizenship*****</i>                                                                                                                                                                                                                          | <i>-10 points</i> |
| <i>Despite being admitted, not participating in the Student Mobility without informing in time about renunciation</i>                                                                                                                                                                        | <i>-10 points</i> |
| <i>Applying for two Mobility Programmes at the same time (The points are applicable to the Mobility Programme the students will prefer.)</i>                                                                                                                                                 | <i>-10 points</i> |
| <i>For those who are admitted to the Student Mobility:<br/>Not participating in the meetings or trainings organised by the higher education institution regarding the Student Mobility without giving any justifiable excuse (Only applicable if they reapply for the Erasmus Programme)</i> | <i>-5 points</i>  |
| <i>Not taking the language exam without giving any justifiable excuse (Only applicable if they reapply for the Erasmus Programme)</i>                                                                                                                                                        | <i>-5 points</i>  |

\*According to the 21st Article of the Anti-Terror Law dated 12/4/1991 and numbered 3713, as well as the war veterans and their spouses and children, and the wives and children of the war martyrs, “public officials should not perform their duties while performing their duties at home and abroad or even if their titles have been removed. The spouses and children of those who were injured, became disabled, died, or killed due to terrorist acts and the coup attempt and the terrorist act carried out on 15 July 2016, pursuant to Article 7 of Decree-Law No. 667 of 23 July 2016, and The spouses and children of those who lost their lives due to the actions or the disabled civilians and their spouses and children are prioritized if they apply for Erasmus + student mobility.

\*\*For prioritization, the student must submit the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692.

\*\*\* For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care, or accommodation decision in accordance with Law No. 2828.

\*\*\*\*One or more of the following activities which includes internships experiencing: digital marketing (eg. social media management, web analytics), digital graphics, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cybersecurity, data analytics, data mining and visualization; programming, robotics and artificial intelligence trainings. Customer service, request creation, data entry or routine office duties cannot develop digital skills.

\*\*\*\*\* If he/she has the citizenship of the country he will choose, the student who does not provide information at the time of application and who is entitled as “**ADMITTED**” will be deprived of his/her right if the citizenship status is revealed later.

\*The student can apply for both mobility. However, it is obligatory to upload the '**Priority Petition**' during the application. (the student should write a petition stating the mobility that he/she wants to be reduced by -10 points)

Students are ranked according to their total scores and placed in accordance with their preference lists and quotas of the universities. If the total scores calculated by considering all criteria are equal; the priority will be given to the student with a high academic success grade, in case of equal high academic success grade priority will be given to the younger student by age.

If they wish, students can renounce their right to claim financial support (grant). Students who are not eligible to receive a grant can benefit from the programme as a “zero-grant” student.

### \* Additional Grant Support



Additional grant support to be included in the amount of grant is available for the disadvantaged participants. To apply for the additional grant support, the disadvantaged participants must have fewer financial and social opportunities and meet the following conditions:

1. Being subject to Law no. 2828 (for whom there is a court ruling concerning protection, care or housing made by the Ministry of Family and Social Policy under Law no. 2828)
2. Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395.
3. Receiving orphan's pension
4. Becoming a child of a veteran or martyr
5. Receiving survivor benefits (orphan's pension or disability pension), or if one of the applicant's family members (mother, father or guardian) receives survivor benefits, they are eligible to apply (The applicant must submit a document issued by some institutions such as the ministries, social assistance and solidarity foundations, Directorate General of Foundations, Turkish Red Crescent, AFAD (Disaster and Emergency Management Center) to prove that they are receiving survivor benefits at the time they apply for the mobility programme.)
6. Disabled Persons (Disabled persons with a disability rate of at least 70% documented by the Disability Health Board report in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692)
7. Students whose parents or their guardians over the age of 65, who receive disability or needy pension within the scope of the Law No. 2022 dated 01.07.1976 on Pensions for Needy, Powerless and Orphan Turkish Citizens and Disabled and Needy Turkish Citizens.

Those students who meet the above-mentioned conditions and provide documentary evidence can receive Additional Grant Support as described below, depending on the type of mobility:

| Type of Mobility                 | Amount of Additional Grant Support |
|----------------------------------|------------------------------------|
| Student mobility for 2-12 months | 250 € per month                    |

**Note:** Credit and Dormitories Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, and one-time aids are not considered within the scope of the said financial aid.

#### **Erasmus+ Programme Inclusion Support;**

Erasmus+ promotes the participation of people with special needs in the programme. People whose physical, mental or health-related conditions are such that their participation in Erasmus+ would not be possible without extra financial support are potential participants.

Students must submit their request including the report for Erasmus+ Additional Grant to the Erasmus+ Office (For instance, if they request an Additional Grant Support due to a disability, they must attach the medical report (the report must be issued within 3 months before the application) which includes the necessary information about the disability and the level of the



disability, or a copy of their disability ID card. A medical report is also required for those with chronic diseases.)

Once found eligible, students must attach the necessary documents (including that the receiving higher education institution is informed of the guest student/staff member is a participant with special needs and the institution's undertaking that it has the necessary equipment to host the participant with special needs) to the form. The additional grant amounts and the grounds for such request must be explained in detail in the form as requested.

**Important Note:** The documents required in the relevant article must be uploaded to the application system. Documents submitted after the application will not be evaluated.

### **Quota;**

Students are ranked according to their total scores and placed in accordance with their preference lists and quotas of the universities. **The 2023 project application made by our university has not been finalized yet, and the amount of grant to be allocated to our university has not been finalized. After the quotas are announced, the Erasmus+ Evaluation Commission will distribute a quota of at most one person to each faculty and vocational college.**

**In addition, grant payments to the participants who will make mobility with grants can be made after the budget transfer to be made following the grant agreement to be signed between the Turkish National Agency and our University.**

**After the grant to be allocated to our university by the Turkish National Agency is announced; Based on the Senate decision dated 15.06.2022 and numbered 2022/55-3, the following faculties were prioritized for the fair distribution of the grant.**

- 1. Faculty with a large number of English departments**
- 2. Faculty with a large number of students**
- 3. Faculties/vocational school with a large number of departments/programmes**

Waitlisted students (unable to receive a grant) can participate in the mobility with "0" grants (without grants) within the quotas of the universities we have agreement with.

**Erasmus+ Internship Mobility;** Students who will be eligible for a grant within the framework of Erasmus+ Internship Mobility can receive a grant for a minimum of 2 months, depending on the grant amount to be allocated by the National Agency. Students, if they wish, can continue their internship activities after 2 months with "0" grant (no grant).

**Erasmus+ Learning ve Internship Mobility;** Can be done up to a total of 12 months in each education level (associate degree, bachelor's degree). The total mobility period (study + internship) in each level cannot exceed 12 months.



## Monthly Amounts of Grant Based on the Countries Travelled within the scope of the 2022 Erasmus Project.

Grants are given to students to help them with additional expenses arising from being abroad during their activity abroad. Grants are only a contribution, not intended to cover the full costs of the student's mobility.

| Country Groups              | Host Country                                                                                                                                                                          | Monthly Amount of Grant (Euro) for Studies | Monthly Amount of Grant (Euro) for Traineeships |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------|
| 1st and 2nd Group Countries | Germany, Austria, Belgium, Denmark, Finland, France, Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece | 600                                        | 750                                             |
| 3rd Group Countries         | Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia                                                  | 450                                        | 600                                             |

### **NOTE:**

- 1. If you encounter any technical problems during the application process, you can contact us at [erasmus@galata.edu.tr](mailto:erasmus@galata.edu.tr) . Students who have uploaded incorrect or incomplete application cannot revise their application. Therefore, please be careful while during the application process.**
- 2. You can find Erasmus+ 2021-2027 Period Student and Staff Mobility Directive in the link below:**  
**<https://www.galata.edu.tr/ckfinder/userfiles/files/erasmus/Erasmusy%C3%B6nerge.pdf>**