



ERASMUS+ PROGRAMME

HIGHER EDUCATION MOBILITY ACTION

CALL FOR APPLICATIONS FOR THE 2024/25 ACADEMIC YEAR ERASMUS+ STUDY MOBILITY

Applications are now open for the 2024-2025 Academic Year (Fall or Spring) Education Mobility activity under the 2023 Contract Period Higher Education Mobility Activity Project (2023-1-TR01-KA131-HED-000112456). Interested students are invited to apply and the selection process will be carried out accordingly.

To ensure that your application is processed and evaluated smoothly, you must read the application announcement carefully and follow the relevant rules and conditions. The announcement provides detailed information about the application timeline and process. Please complete your application accordingly to avoid any delays.

ERASMUS+ PROGRAMME and STUDY MOBILITY

The Erasmus+ Programme is a grant programme offered by the European Union to support education, youth, and sports. The programme provides funding for education, training, internships, professional development, non-formal learning-based youth activities, and cooperation between institutions abroad. It comprises three main actions and two special actions, with the most common being the Learning Mobility of Individuals. Students can benefit from this programme through mobility projects, which support both education and internship periods, under the sub-activity area of Learning Mobility of Individuals.

The Erasmus+ Programme Student Mobility for Studies is designed to support full-time degree students at the Associate, Bachelor's, Master's, and Doctorate levels in universities that hold the Erasmus Charter for Higher Education (ECHE) in Turkey. Students are allowed to become exchange students and study for 12 months. Those who are selected and placed as the main candidates for this activity are entitled to receive a monthly Erasmus+ support grant for all or part of their mobility period. Additionally, the students do not pay tuition fees at the host university. The European Credit Transfer System (ECTS) is used to recognize the time spent by the students in the host country and the courses they take in their home university.

Study mobility is carried out based on inter-institutional agreements. The mobility activity is limited to those students enrolled in formal education who carry out a part of their education in a higher education institution abroad that is a partner with an inter-institutional agreement. The student's department and the receiving institution must have an Inter-Institutional Agreement in place to study there with Erasmus+.

Students can visit the [Turkish National Agency](#) website to get detailed information about the Erasmus+ Programme.

APPLICATION PERIOD

28.02.2024 – 27.03.2024 – Application Period via [TURNAPortal](#)

05.04.2024 – Announcement of the Main/Reserve List

15.04.2024 – 19.04.2024 – Submission of Objection / Zero – Grant (Fall-Spring) / Withdrawal Petitions (Only via e-mail)



08.05.2024 – Erasmus+ Orientation Meeting for Study Mobility

ELIGIBILITY CRITERIA

1. Having completed at least one semester in the registered program in the application period, and for Common Core Programs, having completed the first year of the program,
2. Having obtained a CGPA of a minimum of 2.50 for undergraduate, 2.75 for graduate and postgraduate students,
3. Taking the ELS Erasmus+ English Language Exam or obtaining a valid language certificate.
4. In undergraduate and graduate programs, the course load must be 30 ECTS during the period of participation in mobility.

Students with the following conditions are not eligible to apply:

1. English Language School students
2. Freshman who are in their first year during the application period
3. Freshman who are enrolled in the Common Core Programs
4. Senior students who are about to graduate
5. Students who do not have a valid Erasmus+ English Score or [language certificate](#)
6. Undergraduate students with a GPA below 2.50 and graduate students with a GPA below 2.75

IMPORTANT NOTES

1. Students who are planning to apply for mobility should reach out to the Erasmus+ Department Coordinator for guidance. They need to confirm the mobility period, select the university they wish to study and ensure that the courses offered by the host university align with their program of study.
2. Double-major students can only apply for mobility from one major during the same application period.
3. A student can undertake mobility for a maximum of 12 months within the same study cycle (undergraduate, master's degree, doctorate), irrespective of whether they receive a grant or not. **If former participants who are at the same level of education are selected, their former activity period will be subtracted from the total 12 months, and they will not be able to have study mobility for a period longer than this.**

Students who wish to participate in the mobility program must fulfil the following requirements:

1. The student must have a course load of 30 ECTS during the mobility period. In exceptional cases, at least 25 ECTS credits may be accepted.
2. The student must be able to take courses worth 30 ECTS credits at the host university.
3. The courses to be taken during the mobility program must be recognized by the relevant department and faculty at TEDU.
4. Students enrolled in Common Core Programs must be sophomores and have decided on their major

Faculties and departments may request the participation of students who have completed a certain semester in the Erasmus+ Programme, according to the curriculum requirements, within the framework of the decisions they submit to the Commission of International Programs. For this reason, candidates need to consult [Erasmus+ Departmental Coordinators](#) before applying.

SPECIFIC CONDITIONS FOR FRESHMEN, COMMON CORE and DOUBLE MAJOR STUDENTS

Following the Commission on International Programs Meeting on June 10th, 2020, it has been decided that, due to limited quotas, the Erasmus+ Study and Traineeship Mobilities will be subject to the following principles starting from the 2020-2021 Academic Year:



Considering the limited quotas, the freshmen who apply to a program within the same department as sophomore or junior students will be placed in such a way that they do not exceed **50% of the total quota of the department**, even if their total points are higher than those of other sophomore or junior students. However, if there are not enough applications from sophomores or juniors to fill the quotas, **then the above-mentioned rule will not be applied to the freshmen in the remaining quotas after the placement of the existing sophomores and juniors.**

1. For departments with single quotas, priority will be given to **sophomore or junior students with the highest score**, even if there are freshmen with a higher total score.

During the Commission of International Programs Meeting on July 4th, 2022:

It was decided that students who have already selected their majors will be given priority when applying for the Erasmus+ Study Mobility program. Students who are enrolled in Common Core programs will be eligible to apply for the Erasmus+ Programme in their sophomore year.

Freshmen Enrolled in the Common Core Programs:

According to the regulations of the Erasmus+ Programme, students can only participate in study mobility if there is an existing bilateral agreement in place. Since the placement of students is based on the bilateral agreements between the departments, it is not possible to allocate placements for Common Core Program students who are in their first year during the application period, as their majors have not yet been finalized. Therefore, Common Core Program students can only apply for study mobility in their sophomore year.

STEPS TO FOLLOW BEFORE APPLYING

Before applying, students must contact the [Erasmus+ Departmental Coordinators](#) and obtain their approval for the universities they plan to attend as part of their mobility program.

If a student does not receive approval from the relevant coordinator after placements, they can only change their university if there are still available spots after all other placed candidates have confirmed their attendance at their host university. **If there are no available spots, the student's mobility may be cancelled.**

Please [click here](#) to access the list of Erasmus+ Departmental Coordinators.

APPLICATION PROCESS and DOCUMENTS

All candidates who wish to apply must use [TURNAPortal](#), which is set up through e-Government.

To begin the application process, candidates must log in to [TURNAPortal](#) using their e-Government credentials, access the call for applications created by TED University, and complete their application before the deadline specified in the announcements. **If the "Submit Application" button is not clicked, the application will be deemed incomplete and will not be considered.**

To ensure a smooth application process, students must follow the [Application Guide](#).

Adaylar başvuru işlemleri sırasında gerekli bilgi ya belgeleri sağlamakla sorumludur:

1. Language Certificate

In addition to the Erasmus+ English Exam conducted by the English Language School, TOEFL iBT, IELTS Academic, PTE Academic, and Cambridge English Assessment [language certificates](#) are accepted for TED University Erasmus+ Programme applications. Candidates must upload their exam

certificates to the application system in PDF format. Candidates are personally responsible for the accuracy of the documents uploaded to the portal.

Please note that only specific language exams and certificates will be accepted in this application:

- [13 March 2023 ELS Erasmus+ English Language Exam](#)
- [24 February 2024 ELS Erasmus+ English Language Exam](#)
- TOEFL iBT, IELTS Academic, PTE Academic, and Cambridge English Assessment.

[Click here](#) to obtain more detailed information about the accepted language certificates.

2. Academic Information

Candidates must verify their current CGPA information from the data available on e-Government. Candidates are responsible for ensuring that the relevant information is up-to-date and accurate. If you find any discrepancies or errors in your information, please get in touch with the [Registrar's Office](#) for rectification.

3. Other Documents

Documents that may impact the weighted score distribution subject to evaluation and/or documents that form the basis for the request for additional grant support (see Evaluation Criteria and Weighted Scores) must be uploaded to the [TURNAPortal](#).

EVALUATION CRITERIA and WEIGHTED SCORING

The selection of students for the Erasmus+ Programme is based on a set of criteria. Students who meet the minimum requirements and evaluation criteria announced by the Turkish National Agency are considered. The evaluation criteria include average academic success and language scores, as well as previously benefited activities from the Erasmus+ Programme. For each activity previously benefited from, a 10-point deduction is applied regardless of the activity being a study or traineeship component.

Students are ranked according to their total scores, from the highest to the lowest, within their departments. The grantee participant candidates are selected based on the maximum quotas determined according to the budget criteria. The selection of participants is made according to their choice of partner university.

If a student applies for both study and traineeship mobility at the same application period, they can choose which activity to apply the "-10 points" deduction. The student must submit a petition via email during the application to specify the activity they prefer the reduction to be applied.

The evaluation criteria and weighted scoring used in evaluating mobility applications are as follows:

Criteria	Weighted Scoring
Academic success	50% (out of 100)
Language proficiency	50% (out of 100)

Children of martyrs and veterans	+15 points ¹
Students with disabilities (Requires official documentation)	+10 points
Students for whom protection, care, or accommodation decision has been taken within the scope of Social Services Law No. 2828 and Child Protection Law No. 5395.	+10 points ²
Those who themselves or their first-degree relatives receive disaster relief from AFAD	+10 points
Participants who have already benefited from the programme (with or without a grant)	-10 points
Participating in mobility in the country of citizenship	-10 points
Not participating in the mobility without providing notice or waiver despite being selected	-10 points
Applying for two types of mobility at the same time (reduction is applied to the type of mobility preferred by the student)	-10 points
For students selected for mobility: Not participating in orientation meetings organised by the Higher Education Institution without an excuse (applicable if the student applies for Erasmus+ again)	-5 points
For students selected for mobility: Not attending orientation meetings organised by the Higher Education Institution without a valid excuse will result in a point reduction for future Erasmus+ applications	-5 points

GRANT AMOUNTS

Students who will benefit from the Erasmus+ Student Mobility activity are given grant support as a contribution to cover part of their expenses arising from being abroad during their activity period. The grant support in question can be given for all or part of the study period, or the activity can be carried out completely without a grant (zero grant). As a result of the evaluations, all candidate students who qualify to participate in the programme or the entire planned study period can be supported with a grant, provided that sufficient financial resources can be provided.

¹ In addition to combat veterans and their spouses and children, as well as spouses and children of war martyrs, according to Article 21 of the Anti-Terrorism Law No. 3713 dated 12/4/1991, "public officials are prohibited from performing their duties at home and abroad, or from performing these duties even if their titles have been removed." spouses and children of those who were injured, became disabled, died or were killed as a result of terrorist acts, and the coup attempt and terrorist act carried out on 15 July 2016 and the continuation of this act, by Article 7 of the Decree-Law No. 667 dated 23 July 2016. Spouses and children of those who lost their lives due to actions or disabled civilians and their spouses and children are prioritized if they apply for Erasmus+ student mobility.

² For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care or shelter decision regarding him/her in accordance with Law No. 2828.

The Programme Countries are divided into three groups according to their living standard levels, and monthly individual support grants for country groups are determined as in the table below.

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

Students can only receive grants for the time they stay abroad for study purposes. If the stay is shorter than the planned and contracted period, the grant will be given only for the period of stay. **If the mobility period is carried out below the minimum period, regardless of a force majeure³, the mobility in question will be deemed invalid and no grant payment will be made.**

ADDITIONAL GRANT SUPPORT

Erasmus+ Programme encourages the participation of people with special needs in the programme under "Inclusion Support". A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow them to participate in the project/mobility activity in the absence of additional financial support.

TED University is committed to ensuring the observance, implementation, and sustainability of the principles of equality and inclusion in Erasmus+ Programme areas to meet the commitments made within the scope of the 2021-2027 Erasmus Charter for Higher Education (ECHE).

Additional support may be provided to participants with fewer opportunities in addition to the grants they receive. For the grant in question to be awarded, a participant with fewer opportunities is defined as an individual with limited economic and social opportunities who fits into the following subcategories:

- 1) Those who are subject to Law No. 2828 (those who have a protection, care, or shelter decision issued by the Ministry of Family and Social Services by Law No. 2828)
- 2) Students for whom protection, care, or shelter decisions have been made within the scope of the Child Protection Law No. 5395
- 3) Those who have no other parental income and receive an orphan's pension
- 4) Children of martyrs or veterans
- 5) Those who receive a dependency pension for themselves or their family (a document proving that the student, his/her parents, or guardian received financial support from municipalities, public institutions and organisations; Ministries, Social Assistance and Solidarity Foundations,

³ "Force majeure" means any event that prevents either party from fulfilling any contractual obligations. It means any exceptional situation or event beyond the control of the parties that is not caused by the error or negligence of the parties, their subcontractors, affiliates, or third parties involved in the application and is inevitable and unpredictable despite all care and attention taken. Failure to provide a service, defects in equipment or materials, or failure to make them available on time cannot be invoked as force majeure unless it is directly caused by a force majeure event and is also caused by a labor dispute, strike, or financial hardship.



General Directorate of Foundations, Red Crescent, AFAD, etc., is sufficient while applying for Erasmus+).

- 6) Persons with disabilities⁴
- 7) Students whose parents or guardians receive special needs pension within the scope of Law No. 2022 dated 01.07.1976 on Pension to Dependent and Orphaned Turkish Citizens Over the Age of 65 and Turkish Citizens with Special Needs⁵
- 8) Those who themselves or their first-degree relatives receive disaster victim assistance from AFAD.

The scholarships provided by the General Directorate of Credit and Dormitories Agency, as well as similar scholarships, grants, aids, and success scholarships, are not accepted as part of the financial aid program mentioned.

However, Additional Grant Support may be available to students who meet the aforementioned criteria upon request, provided that they have properly documented their situation. **All documents related to Additional Grant Support requests must be uploaded to the system during the application process.**

Mobility	Additional Grant Amount
Student mobility between 2-12 months	250 € / Month

GREEN TRAVEL SUPPORT (TOP-UP FOR GREEN TRAVELLING)

If students choose to travel in an environmentally friendly way, they may qualify for a one-time additional grant of 50 Euros and an individual support grant of up to 4 days for travel days.

Green travel is defined as a journey that uses low-carbon emission public transportation, such as buses, trains, and shared cars. To be eligible for green travel support, students must use green travel for both their departure and return trips, and more than half of the entire trip must be made using these vehicles.

ERASMUS+ AGREEMENTS

Erasmus+ Student Mobility for Studies is carried out through bilateral agreements signed by the departments of our University with the Universities in the Programme (European) Countries. Students must make their choices under the guidance of Departmental Coordinators. You can access Erasmus+ Bilateral Agreements from the [TEDU Partner Universities](#) page. **TED University cannot be held responsible for any changes that the other institution may make in the terms of the agreement during the nomination process.**

AVAILABLE QUOTAS

The available quotas are determined with the approval of the Commission of International Programs, taking into account the mobility budget allocated to our University by the Turkish National Agency, the maximum number of subsidised participants, current bilateral agreements of the departments, and the number of mobility activities carried out on a faculty/department basis in previous project periods. The Commission of International Programs has the right to change the decision regarding the anticipated number of grant participants during the selection and evaluation process following the applications.

⁴ Persons with disabilities, with a disability rate of at least 70%, documented by the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in Official Gazette No. 30692 dated February 20, 2019.

⁵ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

Quotas may vary depending on the quotas foreseen within the budget. [Click](#) to view the available funded quotas based on Faculty/Department.

PLACEMENT RESULTS

All applications for the Erasmus+ Student Mobility of Studies program will be reviewed and approved by the Commission of International Programs. The university's website will feature the placement results, which will include the scores of all students who have submitted valid applications in all evaluated areas. **All selected students must attend the orientation meeting after the placement process is completed.**

Selected students will then be guided by the International Programs Office and Erasmus+ Departmental Coordinators to complete the necessary procedures.

As candidates, students should keep in mind that they need to apply to the university they wish to attend, receive final acceptance following notification of their candidacy by TEDU, complete all expected official processes and documents, prepare Learning Agreements without any course discrepancies, and apply for visas to participate in the programme.

IMPORTANT MATTERS

It is planned that the candidate students who have been selected as a result of their applications will participate in a mobility activity for one semester (Fall or Spring) in the 2024-2025 Academic Year. **Regardless of whether they receive a grant or not, all mobilities must be completed before the project end date of 31.07.2025.**

When choosing their host universities, candidates are advised to list a maximum of five institutions based on the number of universities with which their departments have bilateral agreements. Candidates must prioritize the institutions in which they want to be placed. **Candidates will not be able to change their preferences, except in cases of force majeure.**

The minimum duration of study mobility is two full months, and the maximum duration is 12 full months. If the mobility period is less than the minimum period, regardless of a force majeure, the mobility will be invalid, and no grant payment will be made. TED University may deduct from the grants or request a full refund of the paid grant in certain cases, such as failure, absenteeism, failure to fill out the participant survey, and failure to submit documents proving participation in the mobility. These cases will be stipulated in detail in the contract signed with the participant.

The International Programs Office will provide support and assistance throughout the process. While some documents will be issued by the office, **students must handle procedures such as passports, visas, insurance, and travel planning themselves.**

Students who wish to waive financial support or participate without receiving a grant are welcome to do so. Non-grant (zero grant) students will be subject to general evaluation under the same conditions as grant students and will go through the same processes. The only difference will be that non-grant students will not receive payment. Not receiving a grant is not a reason for the student not to be included in the selection process. **For zero-grant applications, there may be quota limitations depending on the number of students determined in the bilateral agreements of the departments.**

The International Programs Commission reserves the right to make changes to exams, application processes, and evaluations when necessary.



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TURNAPortal SUPPORT

If you come across any technical issues while using the application system, kindly report them through [e-mail](#) along with a screenshot. **Note that only emails will be considered to ensure that all technical problems are documented and can be forwarded to the TURNAPortal Support team.**

We wish all our students good luck.

TED University

International Programs Office