

2024-2025 ACADEMIC YEAR ERASMUS+ EUROPE STUDENT MOBILITY APPLICATION CALL- Project Period 2023-1-TR01-KA131-HED-000119987

- In order to be able to apply, please read carefully all the information in this guideline and check all the announcements made by the Erasmus Office regularly.
- It is the student's responsibility to submit a correct application.
- Applications will be done online through [TURNAPortal \(ua.gov.tr\)](https://turnaportal.ua.gov.tr) system between **February 09, 2024 10:00 – February 25, 2024 23:59.**
- **Students should apply within this application call for participating in the mobility Fall Semester, Spring Semester Academic Year during 2024-2025 Academic Year.**
- **IMPORTANT:** Official announcements will be made on BİLGİ Erasmus website and students will be contacted via their bilgiedu.net email address regardless of the given email addresses on the Erasmus+ application. Checking BİLGİ email address for announcements and information is the students' responsibility.
- Changes can be made on the announcement until the official application period opens. Therefore, please check the announcement carefully and regularly and if you have any questions, contact us via erasmushelpdesk@bilgi.edu.tr

ELIGIBILITY CRITERIA

- Must be a full-time registered student at one of the degree programs in BİLGİ in any level of education (Undergraduate /Masters /PhD) (Officially graduated students cannot apply. Students studying in open education and similar (distance education) or English Preparatory programs cannot benefit from the Mobility.)
- For undergraduate students, successful completion of the first semester of the degree program at BİLGİ (*With this new regulation, freshmen – 1st year students can apply to Erasmus+ Study Mobility.*)
- If participated in the Erasmus mobility before, with this new application, the attendance period must not exceed 12 months.
- Students who are doing double major are able to select one of their majors and apply with that. Students in minor programs cannot make a selection.

1. Cumulative Grade Point Average (CGPA)

- For undergraduate students a minimum CGPA of 2.20/4.00

- For graduate and PhD students a minimum CGPA of 2.50/4.00
- Students who are applying from graduate or PhD programs but do not have a GPA from BİLGİ yet, are able to apply with their undergraduate graduation GPA if minimum 2.50/4.00 or above.
- **The CGPA displayed on SIS at the time you apply will be valid when you apply to the program. Depending on when you're applying (if during the semester is ongoing or after the final exams are announced), your CGPA may change and therefore your CGPA may seem different depending on the time you're applying.**
- Submitting CGPA is mandatory for all students who would like to apply for Erasmus. If students have sufficient language proficiency but not the sufficient CGPA are not able to apply.
- For double major and minor students, CGPA is valid.

2. LANGUAGE PROFICIENCY

Students that would like to apply to Erasmus+ Mobility should obtain a score of minimum B2 or above (70/100 minimum) from the language exams.

Students are expected to choose from the options below in order to present their required language score:

Other valid language proficiency documents are:

- Erasmus+ Language Score obtained in previous years: minimum **70/100**
- YDS, e-YDS, YÖKDİL obtained last five years: minimum **70/100**
- BİLET 2 /BİLET 3 / LEVEL 5 AT obtained last five years: minimum **70/100** (passing score) (Term 4 Achievement Test AT score is valid)
- IELTS taken in the last two years: a minimum of **6/9**
- TOEFL-IBT taken in the last two years: a minimum score of **84/120**
- For students who have completed the prep programme with an overall score without taking the Level5AT exam due to COVID19: **70/100**

Students have to specify which exam out of the ones listed above they want to use in their application and their score on the related space in their online application platform and upload the certificate for the exam. Please be reminded that the score out of 100 needs to be listed on the online application and your language document. Only stating B2 or above is not enough. Screenshots are not valid as language proficiency documents. Students who upload screenshots instead of official documents will be eliminated.

If the submitted language proficient document's score and the score submitted on the online platform do not match, the application will be eliminated.

Even if your native language is English, you must prove it with a document.

- **High school diplomas, other universities' preparatory classes or other language course documents are not valid. Your score must be approved by the English Programs department of BILGI and a document that shows the score out of 100 must be obtained.**
- For BİLET2, BİLET3 and LEVEL5AT, you need to upload a document in which your score out of 100 is indicated. In order to get this document, go to your SIS page's document requesting part, select 'Other' and write a note on your request, stating that you need the document to include your score out of 100 and you need it for your Erasmus application.
- If you want to see your score beforehand, go to SIS > Academic > Profile > Preparatory Class Profile
- If you attended an Erasmus language exam before and you want to get the result of that, please contact us via erasmushelpdesk@bilgi.edu.tr . Only for this exam type we are able to create you a proficiency document.
- If students submit one type of language proficiency to the online application, they cannot change it afterwards.
- For the languages except English, students should submit a language on B2 level from the exams, which are accepted by ÖSYM. Please click for accepted German, Italian, French, Spanish language exams.<https://www.osym.gov.tr/TR,10358/esdegerlikler.html>

3. ECTS CREDIT LOAD

- Having sufficient remaining ECTS load for the semester/academic year of the mobility and transferring those credits that are obtained at the partner university upon completion of the mobility.
- 30 ECTS for a semester, 60 ECTS for full academic year
- For master's degree students, minimum credits load is 20 ECTS
- Students who have failed courses from previous years can apply for Erasmus Exchange Programs for Studies. However, they must take into consideration the rules and regulations of their own faculty/major which may be an obstacle for their participation to the program.
Limits of credit transferring is declared via 2nd article of 3rd clause of regulation named as '[Credit System Undergraduate and Two-Year Program Education and Examination Regulation](#)

IMPORTANT INFORMATION FOR MASTERS AND DOCTORATE DEGREE STUDENTS

- Master degree students with project can participate in the Erasmus+ Mobility in their 2nd semester. Master degree students with project are not able to participate in the Erasmus+ Mobility in their project semester, which is the last semester of the program. Master students with thesis can only participate in the mobility during their 2nd or 3rd semester during their course period.
- Master students with thesis, who are in thesis writing period can participate in the mobility for their master studies except who are in their final semester of thesis studies (Thesis II Term) cannot participate in the Erasmus+ Mobility. Students who will

participate in the mobility during thesis study period have to register to the Thesis Course in accordance with course registration period before their departure. Students are supposed to attempt 30 ECTS (Minimum 20 ECTS) per exchange semester.

ONLINE APPLICATION

Applications will be made through the Turkish National Agency application portal.

Turkish National Agency Application Portal:

<https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>

Application Guides:

1. [Turkish National Agency Application Portal](#)

*** It is mandatory to apply through both portals. Considering the systemic errors, if any error is encountered during your data entry, you should send the screenshot by contacting portaldestek@ua.gov.tr and erasmushelpdesk@bilgi.edu.tr.**

Application systems will remain open only between **February 9, 2024, 10:00- February 25 2024, 23:59.**

In order for the application to be approved, it must be completed by clicking the 'Complete the application' button in the UA Application portal. Incomplete applications will be deemed invalid.

Documents That Should Be Uploaded

- Official transcript of the previous higher education level for graduate and PhD students applying at their first semester and whose BİLGİ transcript and CGPA had not yet been established.

- A copy of Student Profile which shows the current CGPA (can be obtained from the SIS page and should be uploaded to the [TURNAPortal \(ua.gov.tr\)](#) online application system).

Please [CLICK](#) for sample Student Profile

- A copy of Course Status which shows courses left to complete before graduation (can be obtained from the SIS page and should be uploaded to the [TURNAPortal \(ua.gov.tr\)](#) online application system). Please [CLICK](#) for sample COURSE STATUS.

- Copy of score report of a valid language proficiency exam (should be uploaded to the [TURNAPortal \(ua.gov.tr\)](#) online application system and the score must be entered specifically.) (Students who do not know the exact date of their exam can enter the correct year and a random day and month.)

- Official transcript of the previous higher education level for graduate and PhD students applying at their first semester and whose BİLGİ transcript and CGPA had not yet been established.

- **Photocopy of Passport or Identity Card** (Except for Turkish citizenship; in case of being a citizen in EU countries, -10 points are applied for participating in mobility in that country. It must be uploaded for identification. Applications of students who do not submit their mobility status to their country of citizenship will be deemed invalid.)

Announcement on the Cooperation Protocol Signed with Turkish Airlines

According to the announcement of the Turkish National Agency; a cooperation protocol has been signed with Turkish Airlines so that you can benefit from extra discounts and opportunities on your flights.

In this context, you may be entitled to a 15% ticket discount on the ‘base fare’, which is the net ticket price excluding fuel and taxes, on your international flights with Turkish Airlines within the scope of Erasmus+ and European Solidarity Programs projects of which you are the beneficiary.

In this context, if you are entitled, your institutional entries will be made to the system of Turkey National Agency by İstanbul Bilgi University. However, you must be a **Miles&Smiles** member for the campaign.

Status of Students with Suspended or Freezed Studies

Students who have frozen their registration cannot benefit from their student mobility or compulsory traineeship during the period of suspended registration. It is at the discretion of the higher education institution whether the student who freezes his/her registration in optional traineeship can benefit from the mobility. Students can apply for student or traineeship mobility during the period when registration is frozen.

EVALUATION

According to the evaluation criteria below, Erasmus Office will list the students in accordance with their success ranking and publish the list on their website, and accept the objections to it, and update depending on the status of the objections.

CRITERIAS

Standard	Weighted Score
<i>Academic achievements level (GPA)</i>	<i>%50 (over 100 hundred points)</i>
<i>Language Level</i>	<i>%50 (Over 100 hundred points)</i>
<i>Martyr and Veteran Children</i>	<i>+15 points *</i>
<i>Disabled students (provided that the disability is documented)</i>	<i>+10 points **</i>
<i>Those who receive or whose first-degree relatives receive social aid from AFAD due to the "6 February Earthquake Disaster"</i>	<i>+10 points</i>
<i>The students who have been decided to protect, care or shelter under the Social Services Law No. 2828</i>	<i>+10 points***</i>
<i>Benefit before (with or without grant)</i>	<i>-10 points</i>
<i>Participating in mobility in the country of citizenship</i>	<i>-10 points</i>
<i>The student who has given up participating in Erasmus Mobility the previous year without a valid reason although he/she was qualified.</i>	<i>-10 points</i>
<i>Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)</i>	<i>-10 points</i>
<i>For students selected for mobility: to attend meetings/training related to mobility organized by the higher education institution without excuse (applied if the student re-applies to Erasmus)</i>	<i>-5 points</i>
<i>Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)</i>	<i>-5 points</i>

Deductions are made on the student's total score.

*In case the total scores calculated by considering all criteria are equal; If the academic success grade is equal to the student with a high academic success grade, priority is given to the younger student.

*In case the higher education institution makes the selection of student and traineeship mobility within the same application and evaluation process; If a student who did not benefit from mobility before applies for both student and traineeship mobilities at the same time, it is left to the student's choice in which activity the "-10 points" deduction will be applied. In this case, a petition is received from the student regarding which mobility the student prefers to apply reduction. If a student who has previously benefited from mobility applies for both education and internship at the same time, a deduction of "-20" points is applied for the type of mobility that he previously benefited from, and "-10" points is applied for the second type of mobility he applied for.

PARTNER UNIVERSITIES

- Partner universities which your department has agreement with are listed in ‘University Agreements’ tab on our website. Please check this list carefully before making university preferences. Students can see the University name, country, language requirements, student quotas or other requirements from that page.
 - University preference can only be made with the universities listed under each department from highest score to lowest. Students can make maximum 5 university preferences and they should be based on your wish.
- Students may change their preferences or the order of their preferences before hitting the Submit button.

Partner Universities are listed on our website. [CLICK HERE](#) to see the ‘Partner Universities’ tab on our BİLGİ Erasmus page.

UNIVERSITY PREFERENCES AND PLACEMENTS

- University placements will be done automatically according to the ranking of students who fulfil application requirements successfully and on time, and according to their university preferences indicated within their online application system. Placement list will be published on Erasmus Office website. The higher the student's Erasmus score is, the more likely it is to be placed to the first university preference. Therefore, the University preferences must be done according to student’s wish.
- A partner university may have another instruction language than English and request additional language certificates from the students. Students are expected to research the information regarding the language of teaching of the universities that they want to prefer.
- Some of the universities may have shared student quotas with different departments, please check the Partner Universities list in order to see if the quota is shared and with which department if it is shared.
- The subjects in which two institutions have agreement on may not be completely the same. However, it’s in students’ responsibility to search and find a program in one of the partner universities in which the student will find ECTS credits that can be transferred here. That’s why students should check the partner universities' courses and program from their official webpages and consult to their Erasmus Department Coordinators here at BİLGİ about their university selections. Check for Departmental Erasmus Coordinators list: <https://www.bilgi.edu.tr/tr/international/kuresel-yetenkyonetimi-merkezi/erasmus-programlari/erasmus-departman-koordinatorleri/>
- It is the students’ responsibility to check application requirements and conditions, course catalogues, campus life of a partner university. Please bear in mind that students who do not fulfil successfully these requirements may not be accepted.
- The students who submitted eligible applications will be listed from highest to lowest depending on Erasmus score and be placed to the University selections. Placement Results will be announced on our website.
- There will be list of students who are officially placed and substitute students.

- Being announced as placed does not mean that student is certainly going to that University. Only being able to apply to the University is eligible. All placed students will go through an application procedure for the host University. As the host University provides an Official acceptance letter after application, student will be able to admit to the University.
- If all Universities get to the full quota by the time students get placed, students will be placed as substitute to the first University preference. This cannot be changed with another University.
- It is not possible to be placed in a University that is not included in the student's preference list but has a free quota.
- Only when officially placed students cancel their Erasmus mobility, it is possible for the substitute students to be placed.
- For students who would like to attend for 2 semesters, it is not possible to apply to 2 different universities for each semester. Students are only able to go to the placed University for both semesters.
- Students must check the Partner Universities carefully when applying.
- The partner University's main teaching language may not be English and may request different language requirement documents. It is the student's responsibility to do research regarding the teaching language.
- The subjects in which two institutions have agreement on may not be completely the same. However, it's in students' responsibility to search and find a program in one of the partner universities in which the student will find ECTS credits that can be transferred here. That's why students should do self-research beforehand about the course catalogues, campus life etc. of the universities they would like to apply to and consult to their Erasmus Department Coordinators here at BİLGİ about their university selections. Check for Departmental Erasmus Coordinators list: <https://www.bilgi.edu.tr/tr/international/kureselyetenek-yonetimi-merkezi/erasmus-programlari/erasmus-departman-koordinatorleri/>
- **It is the student's responsibility to do research about the requirements the University asks for. (For example; Design based departments may ask for Portfolio, or some universities may want Passport information when applying)**
- If students cannot complete the application requirements of the host University, they may not get admitted.
- It is the student's responsibility to do research regarding the financial requirements, visa requirements etc. of the country they would like to go.

MOBILITY GRANT

Being selected to be an Erasmus+ student does not guarantee that Erasmus+ Mobility grant will also be provided.

BİLGİ Erasmus Office is responsible to select the outgoing Erasmus students. Based on the number of selected students, the Erasmus Office applies to the Turkish National Agency for a budget of Erasmus mobility grants for the following academic year. The Turkish National Agency allocates a budget of mobility grants to BİLGİ. Those that are selected for a mobility grant will be announced by the Erasmus Office and the list may be subjected to further updates.

Depending on the number of students who are eligible and the budget of the Erasmus Office, it will be decided by the Erasmus Commission of İstanbul Bilgi University and officially announced on the website if students will be fully or partially granted.

Students are able to participate to the Erasmus program without receiving any grants if they wish.

You may see monthly grant amounts* from the table below:

The Group of the countries	Hosted Countries for Mobility	Monthly Grant Education (Euro)
First and Second Group Countries	Denmark, Finland, Ireland, Island, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Italy, Malta, Portugal, Sweden, Greece, Spain,	600
Third Group Countries	Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	450

For detailed information about grants please see ‘[Grants and Payment Rules](#)’ tab of our Erasmus+ Europe Student Mobility page.

COVID-19

All countries have their own COVID-19 requirements. Therefore, it is important that students do research regarding the COVID-19 quarantine, test or vaccination requirements of the country they would like to go and do preparations accordingly.