

## How can I apply to the Erasmus+ Program?

The online application system will be active on the application start and deadline dates and times. It will not be possible to apply before or after these dates and times. For this reason, do not make your application at the **last minute!**

Applications will be taken [Erasmus+ Application Turna Portal](#) system.

How to apply to the e-government system\*? [Click here](#)

\*You should get your e-government password from the nearest PTT before you apply

### Application Dates

Application Start: 16.02.2024

Application Deadline: 18.03.2024

English Exam Date: 21.02.2024 (details will be sent to applicants whose applications are confirmed).

English Exam Date: 13.03.2024 (details will be sent to applicants whose applications are confirmed).

### Application Requirements / Eligibility Criteria

For details please [click here](#) and at look the “Who is eligible to apply?”

- Being a full-time student at Altınbaş University,
- Minimum 2.20/4.00 CGPA for undergraduate students,
- Minimum 3.00/4.00 CGPA for graduate students –
- Getting a minimum of 60/100 points from the English Language Exam
- The Student’s remaining ECTS should be a minimum of 24 ECTS when the students apply to the project.
- Freshmen- 1st year undergraduate students can apply with a high school diploma minimum grade of 75/100.
- Double major students must select one of their programs during the application. It is not possible to apply for the minor program.
- The Turkish National Agency reserves the right to make changes to the program rules. In the case of changes, the Altınbaş University Erasmus Office will inform all applicants accordingly.

PLEASE ATTENTION DETAILS AT BELOW BEFORE STATING THE UNIVERSITY PREFERENCE IN THE APPLICATION FORM:

**-Please note that it is not possible to make any changes to your application form (change of semester/institution, etc.) after the given deadline, so please read the details below and complete your application accurately.**

\* Students who froze their education cannot benefit from the mobility for studies. Applications for study mobility can be made during the deferral period.

\*The minimum period of mobility for studies is 2 full months, or 1 semester and the maximum period is 12 full months.

\*The duration of the mobility must be carried out without interruption. Term breaks (semester breaks) and official holidays are not considered as interruptions in mobility for studies.

\*Make sure that you choose the right period to participate in the mobility. Pre-research (city, accommodation, etc.) should be done according to university preferences and a preference order should be made.

\*The university's course compliance and language of instruction should be checked by our students. **Students must check the Partner Universities requirement carefully when they apply.**

\*Placements will be made based on quotas and nomination dates. It may be that there is not enough quota or the nomination date has passed. Nominations of students applying for two semesters can be accepted by the host institution for a single term.

Criteria for the Benchmark Score	Weighted Point
Academic Success Level	50% (out of 100 points)
Language Proficiency Level	50% (out of 100 points)

Children of veterans and of those who died during military service	+15 points
Students with disabilities (provided that the disability is documented)	+10 points
Students who have been granted protection, care, and housing within the scope of Social Services Law No. 2828	+10 points
Those who themselves or their first-degree relatives receive disaster victim aid from AFAD	+10 points
Prior participation (with or without a grant for each mobility)	-10 points
Participation in mobility in the country of citizenship	-10 points
Although selected, non-participation in mobility without notice during the given period	-10 points
Applying for two mobility programs at the same time (deduction will be made from the mobility program of the student's choice)	-10 points
Failure to attend the language exam without a valid excuse will result in a deduction of 5 points (applicable if the student reapplies for Erasmus).	-5 points

### Additional Criteria for the Benchmark Score

To qualify for extra points, students must submit the relevant documents at the time of application. Benchmark 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.
- (-) Placed students who did not attend the mandatory orientation sessions before without a valid excuse previously will have 5 points deducted.
- (+) 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.
- (+) An extra 10 points will be given to the students who are under protection, care, and shelter by Act No. 2828 Family Social Services or 5395 Child Protection Law if they submit the 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 the Erasmus+ program, 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. This rule applies to Turkish citizens only

### Where can I go?

Students may submit their applications after having looked through the host institutions that signed an agreement with their relevant Departments/Programs. A list of host Universities having an Erasmus Institution Agreement with Altınbaş University can be found on the [link by clicking here](#).

\*During the new project term, some universities will not renew the agreements. If you cannot see your program on the application system that is why.

### Grant Support

Grants are given to students to help them with the additional costs incurred during their stay abroad. **Grants are only contributions, not to cover the student's full costs of the activity.** Students are allowed to undertake Erasmus activity by their own financial means.

The countries where student mobility activities can be carried out were divided into 2 groups according to their standard of living and monthly learning grant was determined for the country groups.

The groups of countries and the amount of grants to be given to the students going to these countries are given in the table below.

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

- Students are paid in 2 installments, **80% of the grant is paid before the mobility** and **20% upon the successful completion of the mobility** (*Students have to show a success level of 2/3*). Payments are made in euros.
- Grants may not be allocated to each student. Students can participate in mobilities without the grant. Students without grants are also subject to general evaluation along with other applicants and go through the same process as the students with grants.
- The mobility quotas have been determined according to the accepted mobility number by the National Agency. Allocated mobility numbers have been proportioned regarding the student number of institutes.
- Being selected to be an Erasmus+ student does not guarantee that an Erasmus+ mobility grant will also be provided. According to the number of students who are eligible for a grant and the budget the Erasmus Office has, it will be decided by the Erasmus Commission of Altınbas University to be ranked in descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking. It will be decided by the Altınbas University Commission and officially announced on the website **if students will be fully or partially granted**
- Monthly Erasmus rates are determined by the National Agency before the beginning of the Academic Year in accordance with national priority and criteria.
- The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.
- To use the allocated grant amount efficiently and meet all students' needs, the students will be offered a grant only for the period between the class start date and the end of final exams.
- In case the student returns to his/her home country earlier than the specified end date of the exchange period, the student shall receive a grant only for the period the student stayed in the destination country. In case a student stays abroad longer than the specified end date of the mobility semester, the student shall not receive any additional grant for the extended period.
- In case it is reported that you travel to another country (outside the Programme Country where your Partner University is located) for more than 7 days, your grant will be cut per the total days you spent in the Non-EU Programme Country/Countries.
- Altınbaş University Erasmus Office may ask the student to provide a copy of his/her passport for the determination of the period spent abroad if deemed necessary.
- No additional funding is provided to students for round trips between Programme Countries for study and placement/traineeship mobility.
- 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.

## SPECIAL NEEDS SUPPORT

A person with special needs is a potential participant whose personal physical, mental, or health condition, if not supplemented with additional financial support, would hinder their participation in the project/mobility activity. To provide additional grants to students and staff requiring inclusive support, the beneficiary higher education institution must request additional grants from the Center. Once a participant with inclusive support needs is selected, if the participant has an additional grant request, approximate additional expenses are determined, and an additional grant is requested from the Center. Additional grant requests can be made during the contract period but no later than 60 days before the contract end date. An increase in the grant cannot be requested after the participant's activity has ended.

The application form must include an explanation of why inclusive support is needed, along with supporting documents (such as a doctor's report (not older than 3 months) containing information about the disability and its level or a photocopy of the disability card for disability-related inclusive support, doctor's report for chronic illnesses). Additionally, documents stating that the hosting higher education institution is

aware that the student/staff member they will host requires inclusive support and that they have the appropriate equipment should be attached to the form. The requested additional grant amounts and reasons for the need must be detailed in the form as requested. The requested grant should be directly related to enabling the participant with inclusive support to participate in the activity.

Travel distance	In the case of standard travel (EUR)	In the case of green travel (EUR)
10 ila 99 KM arasında	23	
100 ila 499 KM arasında	180	210
500 ila 1999 KM arasında	275	320
2000 ila 2999 KM arasında	360	410
3000 ila 3999 KM arasında	530	610
4000 ila 7999 KM arasında	820	
8000 KM veya daha fazla	1.500	

### Estimated Quotas for 2024-2025 Academic Year Study Mobility

Distribution of extra quotas or left empty places will be in charge of the Erasmus Office.

Faculties	Estimated Quotas
School of Dentistry	4
School of Pharmacy	20
School of Fine Arts and Design	8
School of Law	40
School of Economics, Administrative and Social Sciences	50
School of Business	35
School of Engineering and Architecture	37
School of Applied Sciences	10
School of Medicine	9
Institute of Graduate Studies	25

• University placements will be done automatically according to the ranking of students who fulfill application requirements successfully and on time, and according to their university preferences indicated within their online application system. The placement list will be published on the Erasmus Office website. The higher the student's Erasmus score is, the more likely it is to be placed in the first university preference. Therefore, the University preferences must be done according to the 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 at the universities that they want to prefer.

• The subjects on which two institutions have agreement 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 programs from their official web pages and consult their Erasmus Department Coordinators here at Altınbaş about their university selections. Check for the Departmental Erasmus Coordinators list: [Link verilecek](#)

• It is the student's responsibility to check application requirements and conditions, course catalogs, and the campus life of a partner university. Please bear in mind that students who do not fulfill 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 in the University selections. Placement Results will be announced on our website.

• There will be a list of students who are officially placed and substitute students.

• Being announced as placed does not mean that the 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 provided an Official acceptance letter after application, the student will be able to be admitted to the University.

• If all Universities get to the full quota by the time students get placed, students will be placed as substitutes for 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.
- 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. It is the student's responsibility to research the requirements the University asks for. (For example; Design based departments may ask for a Portfolio, or some universities may want Passport information when applying)

### Foreign Language Proficiency Exam

Applicants should have at least a B2 level of the language that they will study at partner universities. Please refer to the link provided for further information on mediums of instruction used at partner universities. Students should take the **Foreign Language Placement Test OR preparatory exam** to be administered by Altınbaş University School of Foreign Languages **OR** submit a valid English language certificate issued by **eYDS, eYÖKDİL, and TOEFL** to Erasmus+ and Exchange Office until the deadline. **Exams are valid for only two years. Exams exceeding these two years will not be accepted.**

TOEFL iBT	YDS	PTE Academic	Altınbaş University Proficiency Test
120	100	90	100
114	95	87	95
108	90	84	90
102	85	81	85
96	80	78	80
90	75	75	75
84	70	71	70
78	65	67	65
72	60	55	60
66	55	50	55
60	50	45	50
54	45	38	45
48	40	30	40

We wish you a healthy day,

Erasmus and Exchange Office