**INFOPACK - ICM (2024 Project)**

Incoming Student Mobility

We are pleased to inform you that your institution is now part of an Erasmus+ Key Action 1 project selected for funding. This project supports international academic mobility by enabling student and staff exchanges between higher education institutions in Erasmus+ Program and Partner Countries.

This info pack will provide you with basic information about the whole mobility.

# Contractual documents

We always respect and agree with the selection processes of our partner institution. However, we are required to present any application/selection documents of our partners during the audits which are done by the Turkish National Agency and the European Commission frequently. For this reason, in order to ensure the transparency of the selection process, we kindly ask our partners to send the below documents via e-mail as well:

• Link of your website announcement for this student mobility within the framework of Erasmus+ program

• List of all applicants and the selected beneficiaries with their overall points

• An official document with signature which shows the selection criteria for student mobility determined by your institution.

# 2. Selection procedure for students

The student selection process must adhere to the principles of **fairness, transparency, consistency and proper documentation,** and shall be shared with all relevant parties involved in the selection process.

The **selection criteria** shall be made public. For students from Partner Countries the selection criteria must, at a minimum, cover the following aspects:

* + Applicants must be enrolled in a full-time program at their home institution, must have successfully completed at least the first academic semester at the home university and must not be in the position of graduation.
  + For students benefited from any of Erasmus+ programs under their current degree cycle (BA, MA), total duration of mobilities, including the intended activity, cannot surpass a total duration of 12 months.
  + Minimum Grade Point Average (GPA)

For BA students: minimum 2.20 over 4.00

For MA and PhD students: minimum 2.50 over 4.00

* + Applicants must submit an official document that certifies at least B1 level of English.
  + All applicant should be ranked in a descending order based on their Erasmus+ Ranking Score calculated by combining

% 50 of GPA to % 50 of foreign language proficiency score.

It is recommended that the announcement of the call for applications (online and/or with printed documents) be disseminated at least 20 days before the application starts, allowing a minimum of 15 days for student submissions.

# 3. Document Submission Guidelines

Selected students are required to submit certain documents before, during and after the mobility period.

**3.1. Before the mobility**

Documents mentioned in 1.2 (List of Applicants) should be send to us from the partner institution. After checking the documents Samsun University sends the selected students an email with the procedure to follow. Students will then receive an acceptance letter from the International Relations Office as soon as possible.

1. **Application Form** *(template will be provided from Receiving Institution):*

This form must be completed by the students, including their personal information.

1. **Learning Agreement** *(template will be provided from Receiving Institution):*

The learning agreement sets out the study program to be followed by the student, specifies the intended learning outcomes and ensures formal recognition of credits.

Key notes on Learning Agreement:

* + The total credit must be between 30-32 ECTS.
  + The total credit must be in accordance with the host university’s academic rules and should typically correspond to a full semester workload.
  + The course codes and titles must be listed clearly and should correspond between the home and the host university tables.
  + Students are advised to consult the Samsun University Bologna Package: (<https://obs.samsun.edu.tr/oibs/bologna/index.aspx>) for detailed course description and compatibility.

1. **Transcript of Records**

Students have to submit a document that shows the his/her Grade Point Average (GPA).

1. **Language Certificate**

Students have to submit a document that certifies at least B1 level of English. We accept the language certificates below:

-TOEFL IBT

-CPE (Cambridge Certificate in Proficiency English)

-CAE (Cambridge Certificate in Advance English)

-The language certificate obtained through the Online Linguistic Support (OLS) platform

- A score/certificate from the sending institution related department (School of Foreign Languages or similar)

**3.2. During the mobility**

* + - **Learning Agreement During Mobility**

The participant has to prepare a Learning Agreement During Mobility if he/she changes any courses according to the first Learning Agreement.

* + - **Grant Agreement**

The participant Grant Agreement sets out the financial support and payment arrangements to the participant. This agreement is signed between the participant and Samsun University. Samsun University will be responsible for signing the grant agreement with the student and they will administer all grant payments for the mobility.

**3.3. After the mobility**

Following the completion of the mobility period, students are required to submit the following documents to their home institutions:

1. **Final Transcript of Records**

Official transcript will be issued by Samsun University, confirming the successfully completed courses and grades.

1. **Recognition of courses after mobility**

Once the Transcript of Records has been received from the Receiving Institution (Samsun University), the Sending Institution is required to duly recognize the student’s successfully completed academic results at the Receiving Institution. All ECTS credits (or their equivalent) listed in the Learning Agreement should be fully recognized by the Sending Institution and incorporated into the student’s degree, without requiring the student to undertake any additional courses or examinations.

1. **EU Survey**

Upon completion of the mobility period abroad, all students will be required to submit a final report. The EU survey will be delivered to each participants via email at the end of their mobility. The submission of this report will trigger the payment of the final grant installment for the students.

# Grant payment of the participant

The **amount** for students coming from Partner Countries is set as **800 € per month**. In addition, they will receive the following top-up amounts, to support them in covering their **travel costs:**

|  |  |
| --- | --- |
| **Travel distances1** | **Amount** |
| Between 10 and 99 KM | 28 EUR per participant |
| Between 100 and 499 KM | 211 EUR per participant |
| Between 500 and 1999 KM | 309 EUR per participant |
| Between 2000 and 2999 KM | 395 EUR per participant |

|  |  |
| --- | --- |
| Between 3000 and 3999 KM | 580 EUR per participant |
| Between 4000 and 7999 KM | 1188 EUR per participant |
| 8000 KM or more | 1735 EUR per participant |

1 *Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission* [*http://ec.europa.eu/programmes/erasmus- plus/tools/distance\_en.htm*](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

After the arrival at Samsun University students are supposed to open a Turkish bank account at Ziraat Bank Samsun Branch.

Payment to students: Samsun University pays 80% of the total grant. The remaining 20% grant depends on the student’s academic success and will be paid after the mobility. Samsun University **pays the remaining 20% grant only if the student is successful in two thirds over the total credits.**