



2017-2018 CALL FOR STUDENT and STAFF exchange to THE ISTANBUL TECHNICAL UNIVERSITY (TURKEY) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

1. GENERAL INFORMATION

1.A. PURPOSE

The *Erasmus+ Mobility* offers students and staff the chance to spend a period of continuous study or teaching/training at the Istanbul Technical University (ITU) during the second semester of the 2017-2018 academic year.

1.B. QUOTAS

Scholarships available for the 2017-2018 call :

- 5 scholarships for students (Master and PhD) in the following fields of study : chemistry, civil engineering and hydraulics, mechanics engineering, maritime engineering, metallurgy

Students (Master and PhD)
- 1 quota for Chemistry (field of study 0531)
- 2 quotas for Civil engineering and Hydraulics (field of study 0732)
- 2 quotas for mechanics engineering, maritime engineering and metallurgy (field of study 071)

- 4 scholarships for administrative/technical staff

1.C. FUNDING

The grants include:

- A European Union contribution (*individual support*). An amount established according to the country of destination and the actual number of days spent at the Receiving Institution. In Turkey the mobility contribution is **800€ per month for student and 140€ per day for staff.**



- An additional amount to cover travel expenses (*travel support*), this amount is calculated according to the distance band appearing below:

100 - 499 km: 180 Euros
500 - 1999 km: 275 Euros
2000 - 2999 km: 360 Euros
3000 - 3999 km: 530 Euros
4000 - 7999 km: 820 Euros
8000 - 19999 km: 1100 Euros

Distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The distance will be calculated as follows:

Distance between the city of the home University and Istanbul.

2. APPLICATION REQUIREMENTS AND PROCEDURES

2.A. GENERAL ADMISSION REQUIREMENTS

i) Students

- Students have to be enrolled in the University of Sciences and Technology of Oran USTO as **Master or PhD students**.
- Students have to be pre-selected by their home University in order to follow the application procedure.

ii) Staff

- Staff (academic and administrative) has to be enrolled in the University of Sciences and Technology of Oran as full time workers.

2.B. APPLICATION PROCEDURE:

i) Students:

1. Copy of Passport
2. Curriculum Vitae
3. English Language Certificate proficiency, at least **B1** according to Common European Framework of Reference for Languages.
4. Transcript of Records indicating the average grade (original + authorized translation in English). The translation must be done by an official translator.
5. Proof of registration of the students in their home university (original + authorized translation to English). The translation must be done by an official translator.
6. Good behavior certificate (original + authorized translation in English). The translation must be done by an official translator
7. Motivation Letter
8. Master students preparing their final work and PhD students must present a short version (**maximum 2 pages**) of the research proposal.



ii) Academic staff:

1. Copy of Passport
2. Curriculum Vitae
3. Proof of employment at the home university (original and authorized translation in English)
4. Motivation Letter
5. Summary of courses plan proposed by the candidate

iii) Administrative staff:

1. Copy of Passport
2. Curriculum Vitae
3. Proof of employment at the home university (original and authorized translation in English)
4. Motivation Letter
5. Summary of activities plan proposed by the candidate

2.C. II.C. SUBMISSION OF APPLICATIONS

Opening of the call of application : **5th October 2017**

DEADLINE for submission: **25th October 2017 at 12:00 am**

Submissions should be sent to the following address: **erasmusplus.usto@gmail.com**
(candidates have to specify "ITU 2017/2018" in their email of applications)

3. SELECTION PROCEDURES

3.A. PRESELECTION BY THE HOME UNIVERSITY

The selection process done at the Home University will need to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published either in the webpage, via facebook or through emails or by any other means used to spread and announce the call.

3.B. Criteria for drafting ranking lists

The Home University will provide a pre-selection of candidates according to the following criteria:

i) For Master and PhD students:

1. Average grade.
2. The relevance of the proposed research activities.



3. Language skills (speaking and writing exams).
4. Motivation
5. If there are previous activities, total period should be 12 months maximum within a study cycle
6. Previous beneficiaries get -1 point
7. Any other elements indicated by the student in the application (other learning experiences, ...).

Merit academic for Master students (max. 5 points)	
Average mark	Point
<10.5-≤11	1 pt
<11-≤12	2 pt
<12-≤13	3 pt
<13-≤14	4 pt
14<	5 pt
Merit academic for PhD students (max. 5 points)	
Year of registration	Point
7th	1 pt
6th	2 pt
1st and 5th	3 pt
2nd and 4th	4 pt
3rd	5 pt
Motivation (max. 2 points)	
Motivation Letter	1 pt
Audition	1 pt
Language competence (max. 3 points)	
Written expression	1.5 pt
Oral expression	1.5 pt

ii) For academic staff:

1. Seniority
2. Academic merit
3. Motivation
4. Relevance of the proposed course plan
5. Previous beneficiaries get -1 point
6. Any other elements indicated by the candidate in the application (language skills,...)

Merit academic (max. 5 points)=seniority (2.5 pt)+position (2.5 pt)	
Seniority	Point
<10 years	2.5 pt
<10-≤20 years	1.5 pt
20 years <	1 pt



Position	Point
Professor	2.5
Lecturer A	2
Lecturer B	1.5
Assistant lecturer A	1
Assistant lecturer B	0.5
Motivation (max. 5 points)	

iii) For administrative staff:

1. Seniority
2. Academic merit
3. Motivation
4. Relevance of the proposed activity plan
5. Previous beneficiaries get -1 point
6. Any other elements indicated by the candidate in the application (language skills,...)

Merit academic (max. 5 points)=seniority (2.5 pt)+position (2.5 pt)	
Seniority	Point
<10 years	2.5 pt
<10-≤20 years	1.5 pt
20 years <	1 pt
Position	Point
16	2.5
14	2.2
13	2
12	1.8
11	1.7
10	1.6
9	1.4
8	1.3
7	1.1
Motivation (max. 5 points)	

IV. OBLIGATIONS OF THE SELECTED CANDIDATES

i) Students:

1. Once accepted by the host university students have to ask for an acceptance letter within a period of 15 days.
2. Students have to sign their Learning Agreement (an e-mail with instructions will be sent to the selected students).



3. In the event of cancellation, students should inform the home institution during the period of renounce (72 hours after the announcement of the selection result). If they don't, 2 points will be reduced for their probable future applications.
4. Students have to apply for the visa in their home country; the Istanbul Technical University will send an acceptance letter in due time for this purpose.
5. Students have to assume their travel and settlement expenses by themselves and ensure they have enough money for this purpose before being paid by the host university
6. Students must have a travel insurance before leaving their home country.
7. Students have to organize their own accommodation. The accommodation office at the University of Istanbul will support students in the search of accommodation (shared students flats).
8. Students have to attend classes or do research as approved in the learning agreement or the research.
9. Students have to stay at the University of Istanbul at least 3 months to be considered an Erasmus + Student, otherwise they will have to return the full amount of the grant and the travel expenses.
10. By the end of their stay, students have to close their bank account in the host country.

ii) Academic/Administrative staff:

1. Once accepted by the host university the selected candidates have to ask for an acceptance letter within a period of 15 days.
2. The selected candidates have to sign the Teaching/Training Agreement (an e-mail with instructions will be sent to the selected students).
3. The staff members have to apply for the visa in their home country; the Istanbul Technical University will send an acceptance letter in due time for this purpose.
4. The staff members have to assume their travel and settlement expenses by themselves and ensure they have enough money for this purpose before being paid by the host university
5. The staff members must have a travel insurance before leaving their home country.

4. V. Spread of Information

The sending University (Home University) will announce this call through its own web pages and also will spread the news about this call in the social network.

5. Calendar:

Deadline of applications: **25th of October 2017**

Selection results and waiting list : **10th of November 2017**

i) Students:

Audition: **29th of October 2017**



Registration period: **first week of February 2018**

Beginning of courses: **second week of February 2018**

ii) Staff:

Staff members can perform their mobility from the announcement day until the **31st of July 2018**.

6. During the mobility

i) Students

1. Grant agreement will be prepared by ITU Erasmus Office after getting the bank account.
2. Registration for a tax number would be made by the assistance of ITU Erasmus Office as soon as the students arrive to ITU.
3. Bank Account application would be made by the assistance of ITU Erasmus Office.
4. Confirmation of arrival would be prepared by ITU Erasmus Office.
5. **Change Learning Agreement:** If any changes needed when the student arrive to the host institution, the change should be done in **7 weeks** at last and signed by the parties in **two weeks**.
6. Description of the activity :
 - Activity Period has to be minimum 3 months (except for force-major) maximum 12 months.
 - Only full time students are funded. Full time students are expected to have 30 ECTS workload for each semester.
 - Full recognition has to be made by the home institution.
 - There should be no interruption other than force-major conditions. If a student leaves the country more than 7 days during exchange period, this break is counted as interruption and for this period would not be funded.
 - Beneficiary could participate to the programme total of 12 months in one cycle. However, there will be cut back on final score during evaluation of the selection process of the second application.
7. Payment of the grant would be made in two parts. **%70 of the total grant (expected individual support+ travel support)** would be paid as soon as students open a bank account and make their grant agreement with ITU.
8. **%30 of the total amount** would be paid just before the students return to their home country. Students are expected to visit Erasmus Office 15 days before their departure date. An online questionnaire would be sent to the students to be filled and submitted; about their Erasmus+ student exchange experience.



9. Approval of the questionnaire would be checked by the office and the last part of the grant would be paid afterwards. Students are supposed to attend to the courses and studies that they had registered for. Otherwise, %30 of the grant won't be paid!!
10. If the student leaves the institution before the expected departure date, the payment would be made accordingly.

ii) Staff:

1. Grant agreement will be prepared by ITU Erasmus Office after getting the bank account.
2. Registration for a tax number would be made by the assistance of ITU Erasmus Office as soon as the staff arrive to ITU.
3. **VERY IMPORTANT:** To get a bank account, the staff should bring an official letter to prove that she/he works in USTO-MB. Additionally, the staff should bring a letter from the hotel she/he stays *showing that she/he is staying in one particular address.(example: receipt from hotel that includes the address of the hotel)*
4. Confirmation of arrival would be prepared by ITU Erasmus Office.
5. If the staff member leaves the institution before the expected departure date, the payment would be made accordingly.

7. After mobility

i) Students

1. Students would deliver passport copy + boarding pass to USTO-MB Erasmus Office to be sent to ITU Erasmus Office scanned.
2. Students are responsible to deliver their transcript of records and learning agreements which is signed by all parties (if there is change learning agreement) to the related department for the recognition of the period they have spent in the host institution.

ii) Staff

1. Staff would deliver passport copy + boarding pass to USTO-MB Erasmus Office to be sent to ITU Erasmus Office scanned.
2. EU Survey (report by mobility tool) should be filled and submitted by the staff.

8. How to cancel/shorten/prolong your mobility



Cancellation : student should inform the home institution during the period of renounce (72 hours after the announcement of the selection result) and requests a letter signed by the student and the faculty/department coordinator at the home university . If they don't, 2 points will be reduced for their probable future applications. The grant will re-allocate to student in waiting list.

Shorten/Prolong: students should first get confirmation from home institution, then from the host institution by email and request a letter of shorten/prolongation at least one month before the term of the mobility.

If the budget is enough for every single students' expansion expenditure; students could prolong their study, making a supplemental grant agreement.

9. KEY Information about host institution (ITU)

Web site: <http://www.itu.edu.tr/en>

Library: <http://www.kutuphane.itu.edu.tr/en/home>

Faculty of Chemistry: <http://www.kimya.itu.edu.tr/EN/>

Department of Civil Engineering (including hydraulics): <http://insmuh.itu.edu.tr/en>

Department of Mechanical Engineering: <http://www.mkn.itu.edu.tr/en>

Department of Maritime Engineering:
<http://www.maritime.itu.edu.tr/Akademik/gmim.htm>

Department of Metallurgical and Materials
Engineering: <http://www.mme.itu.edu.tr/en>

10. Contact at home university :

Erasmus+ Office

Vice Rectorate of External Relations

9th floor of the administrative building

erasmusplus.usto@gmail.com