



## PROCEDURES FOR ERASMUS+ MOBILITY FOR STUDIES / TRAINEESHIPS

### APPLICATION CALENDAR and TERMS

Students willing to participate in KA 103 mobility programme should complete their application between 14 and 30 December 2020. Only one foreign language exam will be held during the application period.

	<b>DATES</b>
Announcement of Erasmus + Application Dates	<b>25.11.2020</b>
The Erasmus + Learning / Traineeship Mobility Meeting	<b>01.12.2020</b>  * The meeting will be held online and the meeting link will be announced on the <a href="https://iro.alanyahep.edu.tr/">https://iro.alanyahep.edu.tr/</a> webpage.
ERASMUS + Learning / Traineeship Mobility Application Dates	<b>14.12.2020-30.12.2020</b>
Erasmus + Foreign Language (English) Examination	<b>02 January 2021</b>
Notification of Erasmus + Foreign Language Exam Results to International Relations Office	will be announced by the SFL
Announcement of Application Results for the Learning / Traineeship Mobility	<b>03 January 2021</b>

### ERASMUS+ LEARNING / TRAINEESHIP MOBILITY APPLICATION REQUIREMENTS

In order to be able to participate in the activity, students must first meet the following minimum requirements:

- 1-** The student must be a **full-time student** enrolled in a higher education program in any of the stages of education (first, second or third cycle),
- 2-** a) The cumulative academic grade average of first cycle students must be at least **2.20 / 4.00**,  
  
b) The cumulative academic grade average of the second and third cycle students must be at least **2.50 / 4.00**.
- 3-** Students must have sufficient number of ECTS credits for learning mobility (60 ECTS credits for one academic year).

### Documents Required for Erasmus+ Application:

- Erasmus Application Form
- Copy of ID Card,
- Transcript (official English transcript received from the Student Affairs Office)
- Copy of passport ID page
- Photocopy of Foreign Language Exam Result Document\* (if the student has taken a national/international exam before)
- 1 passport size photo

**\*Students with Alanya HEP exam results do not need to submit a foreign language examination result document. Other students must include exam results (YDS, Yökdil, TOEFL) in the application file.**

**All application files must be delivered in a single email to the International Relations Office through email. Please send your complete applications to the following e-mail address: [erasmus@ahep.edu.tr](mailto:erasmus@ahep.edu.tr) .**

**It is important that applicants write: "Erasmus application, (*student's name*)" in the subject of their email.**

**Incomplete applications WILL NOT be accepted and evaluated.**

### Erasmus+ Bilateral Agreements

The list of foreign universities that Alanya HEP University has an agreement with can be found on our web site at <https://erasmus.alanyahep.edu.tr/en/anlasmalarimiz> Erasmus+ Program Erasmus Bilateral Agreements.

### FOREIGN LANGUAGE EXAM EVALUATION

Oxford Placement Test will be held within the body of Alanya HEP University School of Foreign Languages.

The exam consists of Listening, Reading and the Use of English questions. There is a time limit for answering each question.

Students whose exam result is B2 level and above are considered successful.

Exam entry details will be announced to applicant students.

## EVALUATION

CRITERION	SCORE
Academic achievement level	50% (over 100 points in total)
Language level	50% (total of 100 points)
Martyr and veteran children	+15 points
Students with disabilities (with documentation of your disability)	+10 points
Students who have received protection, care or compensation decision within the scope of Social Services Act No. 2828	+10 points
Earlier utilization (with/without grant)	-10 points
Participating in mobility in a citizen's country	-10 points
Students who had been elected for mobility and did not join the mobility without a disclaimer notice	-10 points
Students who apply for two types of mobility at the same time (Reduction is applied to the type of activity preferred by the student)	-10 points
For students elected to the mobility: Not participating in the meetings / trainings organized by the higher education institution in relation to mobility (if the student applies for Erasmus again)	-5 points
Students who declare to take the language exam but do not take it without any excuse (if the student applies for Erasmus again)	-5 points

## QUOTAS

FACULTY	MOBILITY FOR STUDIES	MOBILITY FOR TRAINEESHIP
Faculty of Economics and Administrative Sciences - Department of Tourism Management	2	3
Faculty of Arts and Design - Department of Gastronomy and Culinary Arts - Department of Communication Design		3
Faculty of Architecture – Department of Architecture		3
Faculty of Engineering – Department of Computer Engineering		1

The quotas specified are estimated and may vary depending on the status of our candidates who have postponed their mobility due to Covid-19.

### GRANT AMOUNTS

Erasmus grant is the financial support provided to students who go abroad in terms of the Erasmus+ program. The grant will not be requested to be paid back as long as the students fulfil their Erasmus+ obligations before, during and after the mobility. Erasmus+ grant amounts are determined by the National Agency on a monthly basis for each group of countries according to living standards. **The grant is intended to support the educational activity carried out and does not cover all the costs of the student.**

Country Groups	Host Countries	Monthly Grant for Studies (Euro)	Monthly Grant for Traineeship (Euro)
Programme Countries, Group 1 and Group 2	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, South Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	500	600
Programme Countries, Group 3	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	300	400

### IMPORTANT NOTES

- It is possible to benefit from the program of Erasmus + mobility programmes (Mobility for Studies and Mobility for Traineeship) with or without grant.
- The fact that the student retakes a failed course does not prevent students from applying for an Erasmus +mobility.
- Bilateral agreement of departments is not obligatory if students want to benefit from the Erasmus +Traineeship Mobility programme. Students can apply and take the language exam by selecting the traineeship option only.
- Each student can benefit from a maximum of 12 months of studying and / or traineeship activity with or without grants, including the duration of the activity he / she has previously used in each level of education (undergraduate, graduate, doctorate) under Erasmus+ Programme.
- Students who have been selected for mobility but want to waive are required to notify the International Relations Office within 10 working days after their election is announced to avoid any reduction in their next application.

- Students studying in a double major can apply for mobility from only one major during the same application period.
- For special needs support for disabled students, visit the following website: <https://erasmus.alanyahep.edu.tr/tr/ozel-ihiyac-destegi> .
- For additional grants for students with limited financial opportunities, visit the following website: <https://erasmus.alanyahep.edu.tr/tr/ekonomik-acidan-imkanlari-kisitli-ogrencilere-ilav> .
- Each student in the application will be deemed to have accepted the terms and conditions contained in the Erasmus + Guidebook and any disputes that may arise will be decided according to the information in the relevant documents.

#### **IMPORTANT INFORMATION REGARDING COVID 19 REGULATIONS**

- As stated in the article of the National Agency No. 2600 dated May 22, 2020, a mobility can start virtually and evolve into a physical mobility according to the course of the epidemic, or it can start virtually and end virtually according to the course of the epidemic.
- Initiation of student mobility online, continuing online according to the course of the global pandemic and completing it online have been deemed appropriate by the EU Commission within the scope of COVID-19 measures. The grant for these possibilities will be as follows:
  - a) If mobility starts online and is physically completed: individual support is not received during online mobility, the usual individual support grant is given for physical mobility period.
  - b) If mobility starts online and is completed online, no individual support grant is given. However, the expenses made by the participant with the idea that the mobility will be completed physically are covered according to the subparagraph 3.a II which states: "In the event that the mobility cannot be started and cannot be carried out later, the expenses (travel, dormitory / rent, visa-insurance, etc.) that are made foreseen that the mobility will be realized and that cannot be refunded are paid to the student. If the student applies again in the following contract periods, -10 points are not applied for these students."
  - c) The mobility can be started physically and completed online according to the course of the epidemic. Grant is given according to the rules described in Article 3.c.
 

[3.c:

    - I. If the participant completes their mobility by continuing the online education of the host institution without returning from abroad, the entire duration of the activity abroad is granted; However, travel, visa, accommodation, etc. additional expenses are not covered.
    - II. If the participant returns home and completes the online education offered by the institution abroad the grant, calculated according to the total activity period consisting of physical and online education, is paid in the amount specified in the contract. Furthermore, additional travel expenses that cannot be recovered or arising from cancellation can be paid by making an additional contract with the participant within the framework of the grant opportunities of the higher education institution.
    - III. In case the mobility lasts longer than the period stipulated in the contract, if the university's KA 103 budget allows, it is possible to award a grant according to the actual time by making an additional contract. In addition, additional travel expenses that cannot

be recovered or arising from cancellation can be paid by making an additional contract with the participant within the framework of the grant opportunities of the higher education institution. In these cases where the activity is completed, the participant is not entitled to automatic mobility again within the same contract period. However, if the participant applies in the following contract periods, due to the fact that the mobility took place under extraordinary conditions, -10 points will not be applied to the participant.]

- d) The mobility starts physically and is completed physically: the usual individual support grant is awarded.
- e) Lessons are taken virtually in the host country: the usual individual support grant is awarded.
- f) Institutional support grant: whether it is hybrid or fully online mobility, the higher education institution receives an institutional support grant.

Regarding the rules and measures of mobility during Covid-19 the International Relations Office of our university operates under the recommendations and rules of the National Agency of Turkey. During this process, the changes will be announced by us and we recommend you to follow the National Agency's website [www.ua.gov.tr](http://www.ua.gov.tr) as well.