**STEP 1**

Once you are granted with Erasmus+ ICM funding with KU, make sure to have a Selection Committee preferably assigned by the University President.

Partner universities are required to form a selection committee that has min. 3 main members and min. 2 substitute members. Partner universities are required to share the copy of the "letter of authorization of the selection committee" with KU OIP. Selection Committee is responsible of reviewing all the applications and making the final selection.

An Erasmus+ Study Mobility should last minimum 3 months (ideally full semester).

**STEP 2**

Open the call for applications

Partner universities are required to run separate application calls for each mobility type of Erasmus ICM/Worldwide. Partner universities are required to share the screen shots/copy of the “call for application” for all types of mobility (i.e. student, academic staff, and administrative staff) with KU OIP.

The advertisement of each application call should be released through the university mass communication channels transparently and equally minimum 20 days before the applications begin. Applications should be collected at least for 15 days, allowing applicants to provide answers to pre-determined criteria.

The program announcement/advertisement should include the following criteria:

- The number of exchange slots with/without Erasmus Grant at Koç University
- The academic departments that are open for application
- The selection criteria and required documents
  - Erasmus Grant Amount (Individual/Travel Support)
- Lower priority will be given to those who have already participated in the program
- Selection criteria that would result in additional grant or deduction from the grant should be stated in the call for applications (the points below are suggested by KU, home university can implement a different pointing system):
  - Disabled students receive 5 points if substitutive documents are provided
  - Children of martyr and veteran people receive 5 points if substitutive documents are provided in the application
  - Students who want to participate in mobility programs in their birth country receive -5 points
**STEP 3**

**Check eligibility of the applicants**

Students must be registered in a partner university and enrolled in studies leading to a recognized degree or other recognized tertiary level qualification (up to and including the level of doctorate).

The student must not have been on an Erasmus exchange for more than a total of 12 months per study cycle (Bachelor’s, Master’s and research studies are counted separately), including the time period applied for in this application.

Undergraduate students must have completed at least two regular semesters (remedial and prep excluded) with a minimum GPA of 2.20. Graduate students must have completed at least one regular semester (remedial and prep excluded) with a minimum GPA of 2.50.

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**STEP 4**

**Pay attention to the following during selection process:**

The selection process will evaluate the applicants and will prioritize candidates according to the established criteria and budgetary availability.

The selection process will be based on the principles of equity, fairness and transparency.

The first criterion is academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds and who didn't participate in Erasmus ICM, Erasmus Mundus/EMJD before.

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**STEP 5**

**Take into consideration the suggested assessment criteria for the students**

Outstanding academic record, according to the GPA (min. 2.2 for undergrads, min. 2.5 for grads in 4.0 scale required for application) in the students Transcripts of Records

Master’s students who do not have master qualifications should provide the Transcripts of Records from their undergraduate studies.

For PhD students; research proposal feasibility and contribution to professional and academic development of the candidate should be evaluated. Finding a supervisor at KU is student’s own responsibility. Students can find KU professors’ research areas and contact information on our Graduate Schools’ websites.
STEP 6
Follow the required steps to nominate the student(s) you selected

Partner HEIs should send the “Appointment Letter and Selection Committee Report for Staff” to the Office of International Programs at Koç University via partner@ku.edu.tr (please kindly use incoming@ku.edu.tr after 30th June 2020)

Partner university should also nominate their selected students via KU OIP’s online nomination & application system via https://kuapp.ku.edu.tr Partner university will receive the log-in credentials to log into the system by KU OIP before the start of the Nomination & Application period.

Once the students are nominated by the home university, the students will receive an automatic notification from KU OIP to complete their application via online application system: https://kuapp.ku.edu.tr/

STEP 7
Don’t forget to remind your students to submit the online application and all required documents before deadline

Complete Transcript of Records received recently from the home university
Identification Card Copy or Passport Copy
Home University Confirmation of Application (template will be provided by KU OIP)
Special Needs Statement & Proving documents (only if applicable)

STEP 8
Keep in contact with the participating students for before mobility procedures and documents

Learning agreement for Study / Before Mobility:
Part: Students have to fill in all the parts on the Learning Agreement electronically. Handwritten Learning Agreement is not accepted by OIP. Students are asked to fill in the Learning Agreement and sign it. Students should also get the signature of the home university’s representative.
Electronically filled out and fully signed LA should be submitted to OIP office before the mobility. To see how to fill out a learning agreement, please check here.

Grant Agreement: A draft version of the Grant Agreement is shared with the student by OIP. The student is obliged to sign each page of the agreement and sign the signatory part of two copies of the agreement. The student is then asked to submit 2 signed copies to OIP office.
Students should have adequate insurance coverage for the whole time of their mobility.

Students with special needs should contact KU OIP for additional support.
STEP 9
Keep in contact with your selected student(s) for during mobility procedures and documents

Learning agreement for Study / During Mobility Part: After the course add and drop period is over, students need to submit LA’s During Mobility Part

Electronically filled out and fully signed LA should be submitted to OIP office before the mobility. To see how to fill out a learning agreement, please check here.

STEP 10
Keep in contact with your selected students for after mobility procedures and documents

EU Participation Survey: EU Survey is needed to be filled out online. All Erasmus+ Programme participants will receive the link of a survey through the Mobility Tool of European Commission.

Learning Agreement / After Mobility Part: Students need to submit After Mobility part of LA after getting the required signatures.

Home University Transcript / After Mobility: Students need to submit their home university transcript with their transferred Erasmus+ semester courses and credits

STEP 11
Assist your returned students with course recognition

Students participating in the program are obliged to take 30 ECTS credits (15 KU credits) and complete minimum 20 ECTS (10 KU credits) to be eligible for the whole Erasmus+ grant

After the mobility, the courses taken at Koç university are obliged to be transferred to home university with their notes and credits (Full Recognition).

STEP 12 (if applicable)
Deductions and/or repayment may apply to students who do not fulfill their responsibilities and/or are unsuccessful. Grant deduction and/or repayment may take place in case of the following:

• When participant completed the 19-11 ECTS course load successfully, 30% of the grant based on total duration of mobility shall be deducted. When participant completed the 10-0 ECTS course load successfully, the grant that has been paid before the mobility shall be refunded by the student.

• If the participant does not complete the required after mobility documents in line with the terms of the agreement, 30% of the grant based on total duration of mobility shall be deducted.
• If the participant does not complete the online final report after mobility, 5% of the grant based on total duration of mobility shall be deducted.

• If a participant fails to submit and complete all the required paperwork to Koc University on time, the participant will be obliged to pay the grant received (70%) back to Koc University.

• If a student leaves the host organization/country for more than 7 days (including weekends, excluding official holidays and breaks), student is not paid for that duration. If the student was paid for those days, then s/he is asked to return that amount to Koc University.

• If a student returns home country before the end of the mobility period and/or before the min. required duration (min. 3 months), then sanctions regarding the Erasmus Worldwide grant will be implemented. If there is a “Force Majeure” situation, student should immediately get in touch with OIP and OIP will seek Turkish National Agency's advice and approval on the matter. If Turkish National Agency approves the situation as "Force Majeure", then OIP will inform the student and the student will be able to return home before the end of the mobility period. The student will only receive the grant for valid days of mobility. If the student returns home without getting in touch with OIP first, then the mobility will be considered as invalid and the student will be asked to return the initial grant (70%) back to Koc University.