

13.09.2023

# Erasmus+ KA 171 International Mobility (IM) Project

**Info Session for Project Partners**



# Agenda



**3**

General Information on  
Erasmus+ IM

**4**

Erasmus+ IM  
Mobility Types

**5**

Current Partners & Quotas

**6**

Requirements for  
Partner Universities

**8**

Important Notes for Selection

**9**

Erasmus+ IM Grant, Grant  
Deduction & Refund

**10**

Useful Documents

**11**

Q & A Session



# General Information on Erasmus+ KA 171 IM Project

International Mobility (IM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country to a Partner Country or vice versa.

The main goals of this program are:

- To offer research and study development opportunities to students and young researchers from partner country universities.
- To achieve sustained improvements in knowledge and research skills.
- To forge and deepen lasting links between KU and our partner universities, thus enhancing transnational academic cooperation.
- To improve participants' language and cultural skills, promoting mutual enrichment and understanding.





# Active Erasmus+ IM Project Cycles

## 2022 Erasmus+ IM Project

This project will expire in July 2025, mobilities within quotas need to be completed before then.

## 2023 Erasmus+ ICM Project (NEW)

This project will expire in July 2026, mobilities within quotas need to be completed before then.



# Erasmus+ IM Mobility Types

## Student Mobility

- Student mobility for studies
- Student mobility for traineeship

## Staff Mobility

- Staff mobility for teaching (for academic staff)
- Staff mobility for training (for teaching and administrative staff)

# Erasmus+ IM Mobility Types

## Student Mobility for Studies

**First-cycle (Bachelor's or equivalent)**

**Study Mobility enables partner institutions' students to spend one or two semesters at Koç University.**

**Second-cycle (Master's or equivalent)**

**The physical mobility period can last from minimum 2 months (or one academic term) to 12 months, or from 5 to 30 days for short-term doctoral mobility.**

**Third-cycle students (PhD or equivalent)**

### **Important Notes:**

- \* Due to budget restrictions, Koç University can host partner university students for only a semester.
- \* PhD students must get their acceptance from a KU faculty member before applying.
- \* Extension of mobility is only possible within the same Academic year (from Fall to Spring) if there is still remaining student quota / budget for the partner university.)
- \* A student who received funding cannot extend the Mobility as a 'zero-grant' student. Mobility should be fully funded or fully zero-grant.

# Erasmus+ IM Mobility Types

## Student Mobility

### NEW: PhD Mobility

PhD Mobility, created to better respond to the learning and educational needs of doctoral students and to create equality of opportunity. Doctoral students will be able to carry out short or long-term education or internship mobility within the scope of this type of mobility. It is possible to add virtual mobility to physical mobility.

# Erasmus+ IM Mobility Types

## Student Mobility for Traineeship

- The traineeship should be conducted at KU.
- Short cycle, first cycle (Bachelor or equivalent), second cycle (Master or equivalent), and third cycle students.
- The mobility period from 2 months (min. 60 days) to 12 months, or from 5 to 30 days for short-term doctoral mobility.
- Finding the work placement is student's responsibility
- (Companies, education institutions/centers, research centers/facilities or any type of organization that is classified as "business enterprise" by the Erasmus+ Program Guide, including administrative offices at KU. Mobility cannot be a laboratory work or scientific research).
- The traineeship should be directly related to student's educational field.

**First-cycle (Bachelor's or equivalent)**

**Second-cycle (Master's or equivalent)**

**Third-cycle students (PhD or equivalent)**



# Erasmus+ IM Mobility Types

## Staff Mobility

### Staff mobility for teaching (for academic staff):

Erasmus+ enables university academic staff to spend teaching periods at partner universities via bilateral agreements in which staff mobility for teaching assignments is foreseen.

The mobility period is 5 workdays (1 week) and 8 teaching hours to 2 months, depending on the availability and budget.

Participants can also have meetings with the faculty members of the host institution in addition to the 8 hours of teaching. Actual teaching in this context should require the teacher to be physically present with the students.



*\* In cases where teaching and training mobilities are combined, the minimum teaching duration should be 4 hours.*

# Erasmus+ IM Mobility Types

## Staff Mobility

### Staff mobility for training (for teaching and administrative staff):

In the form of training, it can be events abroad, job shadowing, observation periods and/or training at a partner HEI.

The mobility period from 5 workdays (1 week) to 2 months.

Training mobility can comprise of job shadowing or observation period trainings at a partner university (KU).


The training mobility should support the professional development of HEI administrative and academic staff.



*\* In cases where teaching and training mobilities are combined, the minimum teaching duration should be 4 hours.*

Country	Institution Name	Quatos
Cambodia	RUPP	1 student
China	Renmin University	0
India	IMT Ghaziabad	0
	Indian Institute of Technology Bombay (IITB)	
Korea, Republic Of	Sungkyunkwan University (SKKU)	0
Pakistan	IBA	0
Thailand	KMUTT	2 intern or 1 student
	Asian Inst of Tech	
	Chulalongkorn University	
Vietnam	Vietnam National University (VNU)	1 Staff
Albania	European University of Tirana	2 Student and 1 Staff
Bosnia And Herzegovina	University Sarajevo School of Science and Technology	2 student and 2 Staff
	University of Sarajevo	
Azerbaijan	ADA	1 student and 1 staff
	Khazar University	





KOC

ÜNİVERSİTESİ

OFFICE OF  
INTERNATIONAL  
PROGRAMS

Partners and Quotas

Country	Institution Name	Quatos
Georgia	Caucasus University	1 staff
Egypt	American University of Cairo	1 student
Israel	Tel Aviv	1 student and 2 staff
Jordan	Mutah University	1 student and 1 staff
	University of Jordan	
Lebanon	American University of Beirut	1 student and 1 staff
Morocco	Mohammed VI Polytechnic University (UM6P)	0
Colombia	Los Andes	1 staff
	Externado	
Mexico	ITAM	1 student
Nicaragua	INCAE	0
Peru	Universidad del Pacifico (UP)	0
Uruguay	University of Montevideo	1 staff
Kazakhstan	Kazakh-German University (DKU)	0
Kyrgyzstan	American University of Central Asia	0

Country	Institution Name	Quatos
Iran	Amirkabir University of Tech	0
Russian Federation	HSE	1 student and 1 staff
	St. Petersburg State University	
Ghana	University of Ghana (UG)	1 student and 2 staff
South Africa	University of Pretoria	1 student
	University of Cape Town	

# Required Steps for the Mobility

1. Forming a selection committee

---
2. Opening the call for applications

---
3. Checking the eligibility of applicants

---
4. Sharing the copy of “Appointment Letter and Selection Committee Report for Students and Staff” and the copies/screenshots of the Calls with KU OIP after the selection

---
5. Following the nomination steps

---
6. Monitoring the application process

---
7. Keeping in touch with selected students / faculty / staff members before, during and after mobility

---
8. Assisting students with course recognition



# Requirements for Partner Universities

## STEP 1: Forming a Selection Committee

- Minimum 3 main members and minimum 2 substitute members
- Should be assigned to the task by the university administration
- Committee is responsible for reviewing all applications and making the final decision
- After forming the committee, “Letter of Authorization of the Selection Committee” must be shared with KU OIP

## STEP 2: Opening the Call for Applications

- A separate call for each mobility type
- Screenshots / copy of the “call for application” for all types of mobility must be shared with KU OIP
- Announcements through the university mass communication channels minimum 20 days before the applications begin
- Collecting applications for at least 15 days

### Call for applications must include:

- Number of exchange slots with or without Erasmus+ IM grant
- Departments open for application (academic and administrative departments for staff members)
- Selection criteria + special conditions (e.g. Plus 5 points for disabled applicants, minus 5 points for those who have participated in the Mobility before)
- Required documents
- Grant amount
- Deadline for application

# Requirements for Partner Universities

## STEP 3: Checking the Eligibility of Applicants

### Checking the Eligibility of Applicants – for Study Mobility

- Students must be registered in the partner University (1st, 2nd or 3rd cycle)
- The applicants must have not participated in the Erasmus+ IM program (study and internship) for more than 10 months in their current education cycle
- At least two regular semesters (prep excluded) with min. cGPA of 2.20 for undergraduate students
- At least one regular semesters (prep excluded) with min. cGPA of 2.50 for graduate students

### Checking the Eligibility of Applicants – for Traineeship

- At least two regular semesters (prep excluded) with min. cGPA of 2.20 for undergraduate students
- At least one regular semesters (prep excluded) with min. cGPA of 2.50 for graduate Students
- Internship Proposal feasibility and contribution to professional development for PhD candidates

*\* Being selected by the home university does not guarantee the acceptance by KU. The student will be informed about the acceptance once the required application documents are submitted on <https://kuapp.ku.edu.tr>.*

# Requirements for Partner Universities

## STEP 3: Checking the Eligibility of Applicants

### Checking the Eligibility of Applicants – for Study PhD Mobility

- Students must be registered in the partner University
- The applicants must have not participated in the Erasmus+ ICM program (study and internship) for more than 10 months in their current education cycle
- At least one regular semesters (prep excluded) with min. cGPA of 2.50 for graduate students

Suggested Evaluation criteria for PhD students:

- Research Proposal feasibility and contribution to professional and academic development of the candidate.
- The student needs to get in contact with the related professor/research group to let them know that they are interested in joining their lab/research group for the internship and get acceptance.
- They should have a Motivation Letter and their CV attached.
- They must note in their email that their internship will be covered by the Erasmus+ grant.



# Requirements for Partner Universities

## Checking the Eligibility of Applicants – for Staff Teaching and Training



- Faculty or staff members must be full-time employees of a partner university
- Motivation: The faculty/staff clearly demonstrates how they will benefit academically / professionally and personally from the proposed mobility period.
- Teaching / Training Plan: The motivation letter includes a strong teaching/training plan at the host institution.
- Potential Impact: The motivation letter outlines the expected outputs of the proposed mobility period e.g. future plans for collaboration, internationalization of the curriculum, etc.
- English: Full professional proficiency (B2 or above)
- Seniority: The faculty/staff member working in the same institution for a longer period

# Requirements for Partner Universities

STEP 4: Sharing the Copy of “[Appointment Letter and Selection Committee Report for Students and Staff](#)” and the copies or screenshots of the Calls to select the participant with KU OIP after the Selection

ANNEX I

OFFICIAL REPORT CONCERNING SELECTION OF ICM STUDENTS/STAFFS  
FOR  
2018-2019 ACADEMIC YEAR

Absence of Conflict of Interest

We, the undersigned, confirm that we do not have any conflict of interest in connection to the applicants below. A conflict of interest may arise in particular as a result of economic interests, political, family or emotional ties or any other relevant connection or shared interest. We also confirm that we will inform Koc University of any issue that could give rise to a conflict of interest.

Selection Results

We hereby declare that the below students/staffs are affiliated with our institution. They have been selected according to the EU Commission's principle that requires a call for application that addresses all potential participants and a selection process, which is fair, transparent, objective and documented, ensuring equal opportunities to participants eligible for mobility (ICM Inter-Institutional Agreement, Part D). In total, we received      (number) applications, and      (number) of them are selected to study/training/teaching at KU. All calls, announcements, applicant lists and selection records are given attached.

Placement has been done based on below criteria;

Please explain (eg. for students: %50 GPA + %50 TOEFL score; for staff: English proficiency score, motivation letter, seniority level etc.)

(In case that English language score is not part of the placement, the English level of students/staff members needs to be confirmed by their home university).

✓ We hereby confirm that all selected students/staff members meet B2/CEFR English level.

LIST OF ALL APPLICANTS FOR KOC UNIVERSITY

First Name	Last Name	Gender (F/M)	Department	Placement Score/ GPA	Placement Score English*	Total Score

\*If language score is part of the Placement  
\*If you apply different selection criteria, please revise the table about accordingly.

LIST OF SELECTED STUDENTS/STAFFS FOR KOC UNIVERSITY

First Name	Last Name	Gender (F/M)	Program/Department / Field of Study at Home University

SELECTION COMMITTEE

Name	Title & Position in the Institution	Signature	Date

# Requirements for Partner Universities

## Important Notes for Selection

- Respect in full the principles of **non-discrimination** and to promote and ensure **equal access** and opportunities to mobile participants from **all backgrounds**, in particular disadvantaged or vulnerable groups. Apply a selection process that is **fair, transparent and documented**, ensuring equal opportunities to participants eligible for mobility.
- 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 IM, Erasmus Mundus/EMJMD before.





# Requirements for Partner Universities

## Step 5: Following the nomination steps

### Nomination Step For Study Mobility:

- Nomination of the students on KUAPP portal by the home university: kuapp.ku.edu.tr
- Log-in credentials to KUAPP for home universities will be shared before the nomination & application period

### Nomination Step For Traineeship Mobility:

- After the students get their acceptance from KU Faculty Members, they will need to sign up to the application portal: kuapp.ku.edu.tr

### Nomination Step For Staff Mobility for Teaching & Training:

- Submission of faculty / staff member's CV and motivation letter to OIP by email
- After the nomination, OIP will find the suitable host department.
- Then the candidate will be informed and asked to apply on KUAPP portal: kuapp.ku.edu.tr
- Host department / person will be the first point of contact for planning the mobility at KU

Kindly note that, all applications for the Erasmus+IM program shall be exclusively processed through this designated form.

Language English

**User Input**

User Name

User name is required  
Username is KU NET ID for Koç University users. For external users, please enter your email address as username.

\*\*\*\*\*

☐ Remember me

Login

Forgot My Password

Agreement List

Register & Apply

**Announcements**

Exchange Programs Pre-Application  
[Click here to make a preliminary application to the exchange program.](#)

KOC UNIVERSITY

2021 © Copyright by KION Version: 1.21.7961.40169

# Requirements for Partner Universities

## Step 6: Monitoring the Application Process

### For study mobility:

#### Documents to be submitted on KUAPP:

- Official transcript of records received from home university
- A valid English Language Proficiency Certificate (min. B2)
- Identification Card Copy or Passport Copy
- Home University Confirmation of Application
- Special Needs Statement & Proving documents (if applicable)

### For traineeship mobility:

#### Documents to be submitted on KUAPP:

- Letter of acceptance received by the host institution
- Official transcript of records received from home university
- A valid English Language Proficiency Certificate (min. B2)
- Resume (CV)
- Identification Card Copy or Passport Copy
- Special Needs Statement & Proving documents (if applicable)

### For staff mobility for teaching / training:

#### Documents to be submitted on KUAPP:

- Resume (CV)
- Letter of intent / Motivation letter
- Home University Confirmation of Application Form
- Identification Card Copy or Passport Copy
- Special Needs Statement & Proving documents (if applicable)

# Requirements for Partner Universities

## Step 7: Before, During & After Mobility Documents

Before mobility documents for **Study Mobility**:

### Learning Agreement for Study Mobility (only «before mobility» part)

- Should be filled in electronically, not handwritten
- Student and home university mobility coordinator should sign first
- Then, academic coordinator at KU will sign
- Finally, OIP will get the signature from responsible person at the receiving institution
- Instructions on how to fill in the LA

### Online Language Support (OLS) - Online Language Test

### International Health and Accident Insurance:

- Students are required to have appropriate insurance covering the whole duration of mobility

### Grant Agreement

- Each page of the two copies should be signed by student and submitted to OIP during the mobility

Students with special needs should follow the steps described in the Roadmap [here](#)

## Study Mobility - Before -



# Requirements for Partner Universities

## Study Mobility

### - During -



During mobility documents for **Study Mobility:**

#### Learning Agreement

- During Mobility part should be filled in, if there any changes after the Before Mobility part is submitted. In such case, courses taken at KU and home university equivalents should be filled in and signatures should be obtained again.

# Requirements for Partner Universities

After Mobility documents for **Study Mobility**:

## **Learning Agreement**

- After Mobility part should be filled in. Student's, home university coordinator's and KU academic coordinator's signature should be obtained and submitted to OIP for obtaining Responsible Person at the Receiving Institution's signature.

## **Home university transcript**

- To be issued by home university in English upon the transfer of all courses and grades at KU to your university.

## **Mobility Tool Online Final Report (EU Survey)**

- Evaluation survey sent by the European Commission's Mobility Tool should be completed

## **Grade Recognition**

- Students participating in the program are obliged to take 30 ECTS credits (15 KU credits) a semester.
- Students must complete minimum 20 ECTS (10 KU credits) to be eligible for the whole Erasmus+ grant.
- After the mobility, the courses taken at Koç university must be transferred to home university with their final grades and credits (Full Recognition).

## Study Mobility

- After -





# Requirements for Partner Universities

## STEP 7: Before, During & After Mobility Documents

Before mobility documents for **Traineeship Mobility**:

### **Learning Agreement for Traineeship (only «before mobility» part)**

- Should be filled in electronically, not handwritten
- The student, host university representative, and KU Erasmus Institutional Coordinator should sign the document

### **Letter of Acceptance**

- If there are any changes after application, should be re-submitted

### **International Insurance**

- Appropriate insurance covering the whole duration of the traineeship
- Must include health, liability (damages caused by the student at the workplace) and accident (damages to employees resulting from accidents at work)

### **Grant Agreement**

- Each page of the two copies should be signed by student and submitted to OIP during the mobility

## Before - Traineeship Mobility



# Requirements for Partner Universities

## During - Traineeship Mobility



During mobility documents for **Traineeship Mobility**:

### Learning Agreement

- During Mobility part should be filled in, if there any changes after the Before Mobility part is submitted. In such case, student and the host organization should sign the agreement again.

# Requirements for Partner Universities

After mobility documents for **Traineeship Mobility**:

## **Learning Agreement**

- After Mobility part should be filled in.
- 'Evaluation of the trainee' part should be completed and submitted to OIP.

## **Certificate of Participation**

- Should be submitted to OIP (draft will be sent by OIP).

## **Copy of the Passport Pages**

- The entrance and exit dates to the host country should be submitted.

## **Mobility Tool Online Final Report (EU Survey)**

- Evaluation survey should be completed.

## After- Traineeship Mobility



# Requirements for Partner Universities

## STEP 7: Before, During & After Mobility Documents

Before mobility documents for **Staff Mobility**:

### Copy of flight ticket for the mobility

- Important for 70% of the grant payment to be made upon arrival at KU
- Travel arrangements are to be made by the staff member

### Grant Agreement

- Each page of the two copies should be signed by the staff member and submitted to OIP during the mobility

### International Insurance

- Appropriate insurance covering the whole duration of mobility

### Mobility Agreement for Teaching / Training

- Will be provided by OIP
- Should include proposed mobility plan, objectives, added value for both institutions, expected outcomes, etc.
- Should be signed by faculty/staff member and home university, and be submitted to OIP for obtaining signature from KU Erasmus Institutional Coordinator

## Before - Staff Training Mobility



# Requirements for Partner Universities

## STEP 7: Before, During & After Mobility Documents

After mobility documents for **Staff Mobility**:

### **Certificate of Participation**

- Can be provided by OIP if required by the home university

### **Copy of the Passport / Boarding Passes**

- Upon arrival and return from Turkey

### **Mobility Tool Online Final Report (EU Survey)**

- Evaluation survey sent by the European Commission's Mobility Tool should be completed

### **KU OIP Satisfaction Survey**

- To improve ourselves

### **Testimonial**

- In order to share with prospective faculty/staff members

## After - Staff Training Mobility





# ERASMUS+ IM GRANT

Erasmus+ IM grant for participants of **study mobility**/**traineeship mobility**

€ 800 per month + travel grant

**Short-term Mobility Grant for PhD Students (daily)**

5 days- up to day 14	Daily grant amount: 70 €
14-30 days	Daily grant amount: 50 €

Erasmus+ ICM grant for participants of **staff mobility for teaching / training**

€ 140 per day + travel grant

If staff member comes to İstanbul a day early or leave İstanbul a day later, they may receive additional grant for one travel day (maximum 6 days of grant is possible)

Travel grant is calculated by the linear distance between KU and home university city via [distance calculator](#)

Travel Distance	Standard Travel Grant Amount	Green Travel Grant Amount
10 - 99 km	23 Euro	-
100 - 499 km	180 Euro	210 Euro
500 - 1999 km	275 Euro	320 Euro
2000 - 2999 km	360 Euro	410 Euro
3000 - 3999 km	530 Euro	610 Euro
4000 - 7999 km	820 Euro	-
8000 km or more	1500 Euro	-

# ERASMUS+ IM GRANT

## Grant Deduction & Refund



### For study mobility of students:

- 30% of grant deduction (based on total duration of mobility), if 11-19 ECTS are successfully completed
- Whole grant paid to student (70%) must be refunded by student, if only 0-10 ECTS are completed successfully
- 30% of grant deduction (based on total duration of mobility), if student fails to submit all required after mobility documents
- 5% of grant deduction (based on total duration of mobility), if student fails to complete the online final report after mobility
- Whole grant paid to student (70%) must be refunded by student, if student fails to complete and submit required documents to OIP on time
- Grant deduction for the days that student leaves the host country for more than 7 days
- Sanctions will be implemented if a student returns to home country before the end of the mobility period and/or before the min. required duration (min. 3 months). In case of a 'force majeure', student must get in touch with OIP. Whole grant paid to student (70%) must be refunded by student, if they fail to get in touch with OIP

\* Zero-grant students are also obliged to follow the same nomination – application and before / during / after mobility procedures.

\* Additional grant might be available for students with disability. Home university and student must get in touch with OIP before the mobility starts.

# ERASMUS+ IM GRANT

## Grant Deduction & Refund



### For traineeship mobility of students:

- The whole grant paid to the student (70%) must be refunded by the student if the trainee does not stay and work in the host country for minimum 2 months
- Grant deduction for the days that the student leaves the host country for more than 7 days
- The whole grant paid to the student (70%) must be refunded by the student, if the trainee does not submit the Certificate of Participation, and mobility is considered invalid
- 5% of grant deduction (based on the total duration of mobility), if the student fails to complete the online final report after mobility
- Sanctions will be implemented if a student returns to home country before the end of the mobility period and/or before the min. required duration (min. 3 months). In case of a 'force majeure', the student must get in touch with OIP. The whole grant paid to the student (70%) must be refunded by student if they fail to get in touch with OIP

\* Zero-grant students are also obliged to follow the same nomination – application and before / during / after mobility procedures.

\* Additional grant might be available for students with disability. Home university and student must get in touch with OIP before the mobility starts.

# ERASMUS+ IM GRANT

## Grant Deduction & Refund



### For staff mobility for teaching / training:

- Whole grant paid to staff member (70%) must be refunded by the staff member, if they leave KU before the minimum time frame of five days and cannot present a 'Force Majeure' with proof, and the mobility is considered null
- 5% of grant deduction (based on total duration of mobility), if staff member fails to complete the online final report after mobility
- Whole grant paid to staff member (70%) must be refunded by the staff member, if they fail to complete and submit required documents to OIP on time

*\* Zero-grant staff members are also obliged to follow the same nomination – application and before / during / after mobility procedures.*

*\* Additional grant might be available for staff members with disability. Home university and staff member must get in touch with OIP before the mobility starts.*

# OBSTACLES

## Obstacles that will risk the project

- Nominating students/staff with missing documents. For example; Invalid selection report, Missing calls...
- Missing Survey's or OLS's may cause grant deduction or refund request.
- Nominating internship mobility students and/or PhD students without acceptance at KU
- Not attend organized meetings by KU
- Not fulfilling the minimum mobility days requirement
- Demanding Approach
- Invalid during and after mobility documents
- For the study mobility students' academic/course recognition problem
- Failure to examine in detail the documents/e-mails shared by OIP

Missing documents will affect the next project application round negatively.

This all may cause a grant deduction or grand refund request as well.



# Useful Documents

- Useful documents for Study Mobility
- Useful documents for Traineeship Mobility
- Roadmap for Erasmus+ ICM Partners in Study Mobility
- Learning agreement for Study Mobility
- How to Fill Out Learning Agreement for Incoming Students
- Appointment Letter and Selection Committee Report for Students and Staff
- Roadmap for Erasmus+ ICM Partners in Staff Mobility



# Contact us.



Rumelifeneri Yolu 34450  
Sarıyer, İstanbul / Türkiye



[oip.ku.edu.tr](http://oip.ku.edu.tr)



[incoming@ku.edu.tr](mailto:incoming@ku.edu.tr)



@kocunivoip







# Q & A

**Thank you!**  
**Any questions?**