



CALL FOR APPLICATIONS

2019-2020 ERASMUS KA107 STUDENT MOBILITY FOR STUDIES

This document contains detailed information about the application procedure for students wishing to take part in student mobility for studies in **Academic Year 2019-2020** Fall, spring or fall and spring semester in **Turkey**.

The call is opened for students of Business Economics and Information Technologies.

In addition to the main Erasmus+ grant, up to 100% extra Erasmus+ funding is available for **students with disabilities/special needs** and accompanying persons.

WHAT IS THE APPLICATION DEADLINE?

You can apply for Erasmus mobility at Erasmus Office. Application period will take place until **March 24th, 2019**.

APPLICATION REQUIREMENTS

1. All **full-time and part-time students enrolled** in a higher education Study program of Business Economics and Information Technologies are eligible to apply for student mobility (At the application phase and during the mobility).
2. Students are required to have a minimum GPA of **2.75 out of 5.00** unless a different criterion is specified in the bilateral agreement.
3. To be eligible to participate in Erasmus learning mobility, applicants must have enough **ECTS credits/student workload**. Pursuant to European Commission's ECTS Users' Guide, 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year.
4. In case any student has already taken part in Erasmus+ mobility activities during his/her regular period of education, s/he shall not participate in a mobility activity lasting **more than 12 months** (For instance, if student has already participated in an Erasmus+ learning mobility of 9 months, his/her application to a student mobility expected to last 4 and a half month shall not be approved. However, such students are allowed to attend 3-month placement mobility.)

All students wishing to participate in Erasmus+ mobility for studies are free to apply to the programme, yet, only students who meet the minimum requirements shall be eligible to sit the English Proficiency Test.

REQUIRED APPLICATION DOCUMENTS

1. **Erasmus Application Form** (Application form must be signed by the Referent in The International Relations Office). When completing the application form, attention shall be paid to the compatibility of curriculum between partner institution and CEPS, medium of instruction used by partner institution, as well location and accommodation. You will also need to consider whether the academic calendar of your University matches the academic



calendar of the partner institution when deciding on which semester you would like to do your Erasmus Exchange)

2. **Transcript** (showing the Fall Spring of the Academic Year when you submit your application)
3. **A headshot**

After having collected the required documents, applicant should submit them by hand to the Erasmus Office and complete/sign a Document Submittal List. In case there are any **missing documents**, and/or required documents are not **signed by Referent in the IRO**, such applications shall not be approved.

Applicants must submit the application documents in person, with signature, to Erasmus Office, and fill in and sign a Document Submittal List.

Erasmus Office: University College "CEPS – Centre for Business Studies" Kiseljak, Josipa bana Jelačića bb, International relations office

FOREIGN LANGUAGE PROFICIENCY

Applicants should have at least a B2 level of the language that they will study at partner University.

Students should take the **Foreign Language Placement Test** to be administered by CEPS on **April 3-4, 2019** or submit a valid English language certificate issued by TOEFL or certificates issued by different foreign language learning schools to Erasmus Office until the exam date. Students are also responsible for keeping track of important announcements posted on CEPS website and delivered to their inboxes.

Erasmus Foreign Language Placement Tests are valid for two years. Students who want to use the exam grades entered in previous years should indicate this issue in the relevant field of the application form.

International Language Tests & CEPS Proficiency Test Concordance Table

TOEFL	Language learning schools	CEPS Proficiency Test
120	100	100
114	95	95
108	90	90
102	85	85
96	80	80
90	75	75
84	70	70
78	65	65
72	60	60
66	55	55
60	50	50
54	45	45
48	40	40



ASSESSMENT PROCESS

- Erasmus Score is calculated as follows: 50% of GPA + 50% of language test score. Erasmus score is an important factor when determining the partner University for Student Mobility and the amount of grant the student will receive. Students will be ranked in accordance with their Erasmus score on the basis of undergraduate programs.
- When calculating Erasmus Score, the following points will be taken into consideration;

ERASMUS GRADE	+, -
Students without parents or 1 parent (father or mother)	+10
Students with disabilities	+10
Multiple participations (per each previous participation to Erasmus program)/ Applying to both mobilities at the same time -10 from one of them	-10
Participation to Erasmus+ Mobility in the citizenship country	-10
Withdrawing from the program after the given deadline for withdrawal.	-10
Non-participation in spite of applying for English Proficiency Exam	-5
For selected students: Non-participation of orientations or meetings organized by the CEPS without any excuse (effective on the applicant's next application)	-5

- **Minimum passing score for Erasmus is 53,75; minimum passing score for Language Test is 60.**
In order to participate in Erasmus Study mobility, applicants must meet these two requirements. In the event that a student applies to a partner university in a different major, preference will be given to students who are enrolled in programs that have signed an Erasmus agreement with the partner university. Students enrolled in other programs can be eligible to apply if students enrolled in programs having an Erasmus agreement with the partner university choose not to participate in the mobility.
- Application process consists of 4 stages:
 1. **Foreign Language Test Score:** Announcement of the Foreign Language Placement Test Results administered by CEPS.
 2. **Erasmus Score:** Erasmus Score is calculated and announced following the assessment.
 3. **Placement:** In accordance with their Erasmus Scores, students are placed in partner institutions by a commission.
 4. **Erasmus Grant:** Following the announcement of the grant amounts allocated to universities by the National Agency, and the approval of intra-institutional budgeting, further details on grants are released.
- **Students are required to receive acceptance letters from the host institution as well in order to participate in Erasmus mobility.**
- While any procedure regarding going abroad, finding accommodation abroad, passport and visa procedures are principally student's responsibility, Partner University and CEPS may provide support.



ERASMUS GRANTS

- A grant will be allocated to the student according to their academic performance.
- Students are ranked in a descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.
- Grants may not be allocated to each student.
- Students principally receive grant for one semester.
- Request for extension of study period abroad will be evaluated later. Students who prefer two semesters at the application stage have priority. After the grant is allocated to all students who prefer two terms at the application stage, the demands of the students requesting the extension are evaluated.
- Within the framework of KA107 Project, an activity must be carried out entirely with or without grants as there is no option as partially funded mobility. Therefore, the activity period cannot be extended without grant.
- Monthly Erasmus rates are determined by the National Agency prior to the beginning of Academic Year in accordance with national priority and criteria.
- The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.
- The rate of grant is set by European Commission as shown in the table below.

Individual Support Grant:

HOST COUNTRY	MONTHLY GRANT (EURO)
Turkey	800

Travel Grant:

The travel grant is being calculate through the “distance calculator of the European Comission available in link below; http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm

Distance in km	KM	Distance Band	Total Grant
Bosnia and Herzegovina-Istanbul (Turkey)	972,31 km	500- 1999 km	275€

- Grant payments shall be made in 2 instalments. First payment is 80% of the total Erasmus+ grant. Payment of the second instalment is dependent on students returning all necessary documentation to CEPS, completing all required procedures, and students’ academic standing (successfully complete/pass at least half of the course credits). Failure to do so will mean forfeit of the second payment. Please note that the second payment shall be made after the completion of mobility.
- In case the activity is interrupted due to force majeure events, activities that, in the end of the mobility period, do not match the required duration of mobility will be accepted and the grant payment will be made for the duration of stay, on condition that any supporting documentation as may be available to evidence such circumstances are provided.
- Except in case of force majeure event, if student returns to his/her home country without completing the minimum period of mobility, activity shall be deemed null and void, and no grant payment shall be made.



- Students shall receive grants only during their mobility period abroad. In case student returns to his/her home country earlier than the specified end date of the exchange period, s/he shall receive grant only for the period s/he stayed in the destination country.
- In case it is reported that your travel to another country (outside the Programme Country where your Partner University is located) for more than 7 days, your grant will be cut in accordance with the total days you spent in Non-EU Programme Country/Countries.
- CEPS Erasmus Office may ask student to provide a copy of his/her passport for the determination of the period spent abroad if deemed necessary.
- Students can, if they wish, renounce the financial support. However, it is not possible to extend the mobility initiated as a grant without grant.

ERASMUS GRANT CUTS

In addition to the above rules of grant cuts;

- 1.** In the event a student does not sit the OLS language assessment, which is mandatory for all participants to Erasmus+ mobility activities, a 5% cut will be imposed on grant allocated for total mobility period.
- 2.** In the event that participants do not fill out the EU Survey Participant Report, a 5% cut will be imposed on grant allocated for total mobility period.
- 3.** In the event that participants fail to successfully complete/pass at least half of the course credits set forth in the learning agreement, they shall not receive the second instalment payment (20% of the total grant amount).