

# ONDOKUZ MAYIS UNIVERSITY

## GUIDE FOR ICM KA107 PARTNERS



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## What is Erasmus+ ICM KA107?

For 30 years, the European Union has funded the Erasmus programme which has enabled over 4 million European students to spend part of their studies in another higher education institution (HEI) in Europe. In 2015, Erasmus+ opened up these opportunities to individuals and organisations from other parts of the world. Through the new "International Credit Mobility" action - **ICM for short** - European HEIs can now set up mobility agreements with partners around the world, to send and receive students and staff.

## Erasmus Student Mobility

**Student mobility for studies**, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months.

**Student mobility for traineeships**, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates as from 2018. The mobility period can last from 2 to 12 months.

“Traineeship” involves vocational training and/or work experience related to the student’s study field. Traineeship mobility may be voluntary and does not need to be embedded in the student’s study programme.

The same student may participate in mobility periods totalling up to 12 months maximum per each cycle of study, independently of the number and type of mobility activities. Participation with a zero-grant from EU funds counts as well towards this maximum duration.

Important Reminder:

Medium of instruction at Ondokuz Mayıs University (OMU) is mostly Turkish at all levels and programs.

## Eligibility Criteria for Student Application Study

1. Students must be registered at your university as a full-time on-campus student and enrolled in studies leading to a recognised degree
2. Must have a sufficient study workload (equivalent to 60 ECTS per academic year)
3. Undergraduate students must have completed a minimum of 1 year at your university before studying at OMU
4. GPA score of 2.20/4.00 (equivalent to 66/100) for undergraduate students (the latest Transcript of Records must be used)
5. GPA score of 2.50/4.00 (equivalent to 71.25/100) for MS/PhD Students (the latest Transcript of Records must be used)
6. B1<sup>1</sup> Level of English Language

OMU will accept graduate students for exchange only if:

- a) They agree to take courses at our University. Or,
- b) They find a Research Supervisor at OMU (by themselves) who is ready to accept the student. In this case, the student should submit to us an acceptance letter or e-mail from the agreed supervisor during the application period. Please note that it is not possible for OMU Erasmus Office to assign academic supervisors to students who wish to conduct research work at OMU.

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<sup>1</sup> In accordance to the Common European Framework of Reference for Languages - Self-assessment grid

<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

## Eligibility Criteria for Student Application Training

1. Students must be registered at your university as a full-time on-campus student and enrolled in studies leading to a recognised degree
7. GPA score of 2.20/4.00 (equivalent to 66/100) for undergraduate students (the latest Transcript of Records must be used)
2. GPA score of 2.50/4.00 (equivalent to 71.25/100) for students MS/PhD Students (the latest Transcript of Records must be used)
3. B1 Level of English Language
4. Wherever possible, the traineeships should be an integrated part of the student's study programme.

### OMU will accept training students for exchange only if:

They find a Training Supervisor at OMU (by themselves) who is ready to accept the student. In this case, the student should submit an acceptance letter or e-mail from the agreed supervisor during the application period. Please note that it is not possible for OMU Erasmus Office to assign training supervisors to students who wish to conduct training activities at OMU.

## Criteria for Student Selection

CRITERIA	POINTS
Grade Point Average	%50
Level of English*	%50
Student With Disability	+10 points
Previous Erasmus Mobility Experience	-10 points
For Mobility to Country of Citizenship	-10 points

### \*English Proficiency

Partner HEIs should request the same (or equivalent) English language test certificate from the Erasmus candidate students or carry out a test open to all of them. These results should be used.

Documents and method to be applied to determine the language level should be announced to students during application. In case the HEI conducts an exam to determine the language level, the exam should be conducted by professional institutions (the Foreign Language schools or departments of the HEI or private institutions affiliated to the Ministry of National Education). The Erasmus institutional coordinator and Erasmus office staff cannot take part in any of the stages of the foreign language exam. If an oral test is conducted, the result of this test cannot exceed 25% of the total result of the foreign language exam.

In case a HEI conducts an exam to determine the language level, the exam results should be delivered to the Erasmus office officially in written with all the pages of the list signed/initialed and approved by the Foreign Language department.

HEIs cannot demand fees from students to take the English language proficiency exam.



## Student Call for Application

The deadline for Erasmus student applications to OMU are:

- Autumn Semester: **15 July**
- Spring Semester: **15 November**

Therefore, partners may announce the call for student applications at anytime that suits them in consideration of the below requirements for student calls.

Student documents must be sent via e-mail to [erasmus@omu.edu.tr](mailto:erasmus@omu.edu.tr)



## Requirements for student calls

The call before the application period begins must be announced at least “20 days” in advance and the period for student application must be at least “15 days”. The call must be openly announced on the university website and may be announced on student notice boards, canteens, student e-mails, GSM messages etc.

The announcements should include information about the application and selection process and following required documents and regulations.

- OMU language of instruction: Turkish
- Who is eligible to apply (in accordance to the above information)
- Application start and end date
- Where to apply
- The quota and period of study/training to OMU/areas of study (in accordance to the grant allocated to the HEI by OMU and the inter-institutional agreement)
- Quotas allocated to Bachelor, Master’s and PhD levels
- GPA required for application (in accordance to the above information)

- Level of English Language (in accordance to the above information)
- Method to determine English Language Proficiency (in accordance to the above information)
- Information about the criteria to be used during selection (in accordance to the above information)
- Documents and forms to be submitted during application
- Financial support to be given to selected students for the duration of their stay in OMU
- Information that willing students can decline financial support
- Information about extra financial support for students with disabilities

All applications must be taken without exception. No student can be prevented from applying. All applications must be evaluated through an eligibility check. Non-eligible students (the ones who do not fulfill the minimum requirements) are informed officially and are not included in the selection process.

## Selection Process

Erasmus grades are calculated for all eligible applications and listed within the students' departments / faculties. The Erasmus Grade will be calculated according to the above table of criteria. Selections are carried out by ranking the points from the highest to the lowest. The selection results must be published on the web site of the HEI, including each score and Erasmus Grade of all the students whose applications are evaluated. The selection of students must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.

Student selections must be done by an Erasmus selection commission of at least 5 members and this commission must be appointed by your university legal representative. The decisions with the list of students (both awarded and reserve lists) must be approved by the commission members (with signatures on each page) and these approved decisions need to be sent via e-mail to [erasmus@omu.edu.tr](mailto:erasmus@omu.edu.tr)

## **Announcement of Selection Results**

Selection results including the scores of all the students in all the fields evaluated are announced on the announcement boards and HEI webpage.

## **Objection to the Selection Results**

The HEI should determine and announce an official process for the students to state their objections to the selection results. In case of a dispute between a student and HEI that the selection and placement process was not realized in line with the rules, fairly and transparently, the governing jurisdiction is the resolution authority.

## **After the Student Selection Process**

It is important for the selected students to participate in an orientation programme organised by the home university before going abroad, to know their responsibilities and to minimize the possible problems that they may encounter and to successfully complete their mobility.

It is expected that the HEI will support and assist the students with the passport and visa procedures.

## Grant Details for Students

### 800 Euro's per month + travel grant

The amount of travel grant must be calculated using the "Distance Calculator". The distance calculator is accessible from the following link: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Travel Distances	Amount
20-99 km	20 €
100-499 km	180 €
500-1999 km	275 €
2000-2999 km	360 €
3000-3999 km	530 €
4000-7999 km	820 €
8000 km or more	1.500 €

## Academic Recognition of Students

HEIs are obliged to ensure full recognition of the study period abroad. For this reason, it is necessary to check the appropriateness of course content of partner institutions, to ensure that the period to be spent abroad is recognized accordingly.

To give transparency to the recognition procedures HEIs should apply an academic credit transfer system (ECTS or compatible system). ECTS Credits refer to the total workload of the course for the student (30 hours of study = 1 ECTS). Study load for one academic semester should be equal to 30 ECTS. Students who are planning to study abroad have to take 30 ECTS credits for one semester, 60 ECTS credits for a full academic year. More information is available in the ECTS Users' Guide:

[http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide\\_en.pdf](http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf)

If ECTS is not used by the HEI, a compatible system should be implemented to ensure transparent recognition of study periods abroad. A compatible system is one which relies on credits based on student workload and / or learning outcomes.

Recognition / transfer procedures should ensure that the student's mobile activities at the partner institution are recorded in a transparent way (indicating the original course / subject titles at the host institution in the national language and English) and that the credits gained abroad have been recognised as an integral part of the student's degree programmes.

## BEFORE MOBILITY

### **The steps of full recognition are as follows:**

The Learning Agreement should be filled correctly including the list of educational components (courses) to be taken at the host University (with codes and ECTS credits) and the courses from which the student will be exempted at the sending institution if the components taken abroad are successfully completed (Table A and Table B). The total ECTS credits in Table A must be equal to the total ECTS credits in Table B. One to one correspondence is not required since the foreign qualification does not have to be completely equivalent but must have a similar purpose, provided that it gives the same rights as the comparable qualification in the host country.

If the students make any changes during the mobility, please be sure that the total credits to be equal on the Changes to Learning Agreement. Please check [here](#) for an example.



## AFTER THE MOBILITY

### Documents Required For Full Recognition

Learning Agreement

Transcript of Records from host University

### Full Recognition should be carried out as follows:

All credits gained during the period of study abroad as agreed in the Learning Agreement and confirmed by the Transcript of Records – should be transferred to the student's Transcript of Records issued by the home University without delay and counted towards the student's degree without any additional work by or assessment of the student. The ToR should include the original names and credits of the courses. It should be clearly stated in the footnotes that the student has gained these ECTS credits from mobility activities within the Erasmus+ Programme and from which host HEI. Please check [here](#) for an example.

Recognition should be officially documented by a board decision.

## Erasmus Staff Mobility

**Staff mobility for teaching** for HEI teaching staff or staff from enterprises to teach at a partner HEI abroad. The mobility period can last from 5 days to 2 months. It can be in any subject area/academic discipline.

**Staff mobility for training** for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI. The mobility period can last from 5 days to 2 months. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country.

## Teaching Mobility for Staff at OMU

This activity allows your teaching staff to teach at OMU in any subject area/academic discipline defined in our inter-institutional agreement.

- Teaching Period: from 2 days to 5 consecutive days (excluding travel time)
- Teaching hours: Minimum 8 hours teaching per week (or any shorter period of stay).

## Training Mobility for Staff at OMU

This activity supports the professional development of HEI teaching and non-teaching staff as well as the development of involved institutions.

Training Period: from 2 days to 5 consecutive days (excluding travel time)

Training hours: Minimum 4 hours per day

## Eligibility Requirements for Erasmus Staff

- Staff willing to participate in the programme must be employed full/part time and actively working at your university.
- B2 Level of English Proficiency for Teaching Staff
- B1 Level of English Proficiency for Training Staff

## Criteria for Teaching Staff Selection

<b>CRITERIA</b>	<b>POINTS</b>
Level of English	75-80 (+5) 81-90 (+10) 91-100 (+15)
First Erasmus Mobility Experience	+40
Staff With Disability	+10
Previous Erasmus Mobility Experience	-10 (for each mobility)
For Mobility to Country of Citizenship	-10

## **Staff Call for Application**

The set dates for staff weeks for incoming teaching and training staff to OMU will be arranged for the following months:

**October**

**November**

**March**

**April**

Therefore, partners may announce the call for staff applications at anytime that suits them in consideration of the below requirements for staff calls.

Staff documents must be sent via e-mail to [erasmus@omu.edu.tr](mailto:erasmus@omu.edu.tr) at least one month prior to the staff weeks.

## Requirements for staff calls

The call before the application period begins must be announced at least “20 days” in advance and the period for staff application must be at least “15 days”. The call must be openly announced on the university website and may be announced on notice boards, canteens, staff e-mails, GSM messages etc.

The announcements should include information about the application and selection process and following required documents and regulations.

- Who is eligible to apply (in accordance to the above information)
- Application start and end date
- Where to apply
- The quota and period of teaching/training to OMU/areas of study (in accordance to the grant allocated to the HEI by OMU and the inter-institutional agreement)
- Quotas allocated to departments

- Level of English Language (in accordance to the above information)
- Method to determine English Language Proficiency (in accordance to the above information)
- Information about the criteria to be used during selection (in accordance to the above information)
- Documents and forms to be submitted during application
- Financial support to be given to selected staff for the duration of their stay in OMU
- Information that willing staff can decline financial support
- Information about extra financial support for staff with disabilities

All applications must be taken without exception. No staff can be prevented from applying. All applications must be evaluated through an eligibility check. Non- eligible staff (the ones who do not fulfill the minimum requirements) are informed officially and are not included in the selection process.



## Selection Process

Selections are carried out by ranking the points from the highest to the lowest. The selection results must be published on the web site of the HEI, including each score and Erasmus Grade of all the staff whose applications are evaluated. The selection of staff must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.

Staff selections must be done by an Erasmus selection commission of at least 5 members and this commission must be appointed by your university legal representative. The decisions with the list of staff (both awarded and reserve lists) must be approved by the commission members (with signatures on each page) and these approved decisions need to be sent via e-mail to [erasmus@omu.edu.tr](mailto:erasmus@omu.edu.tr).

## **Announcement of Selection Results**

The HEI should announce the selection results as main and reserve lists in line with the transparency principle with points taken from the fields subjected to assessment. It should be specified during selection announcement according to what criteria the selections were done.

## **Objection to the Selection Results**

The HEI should determine and announce an official process for the staff to state their objections to the selection results. In case of a dispute between a staff and HEI that the selection and placement process was not realized in line with the rules, fairly and transparently, the governing jurisdiction is the resolution authority.

## Grant Details for Staff

### 140 Euro's per day + travel grant

The amount of travel grant must be calculated using the "Distance Calculator". The distance calculator is accessible from the following link: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

<b>Travel Distances</b>	<b>Amount</b>
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500-1999 km	275 €
2000-2999 km	360 €
3000-3999 km	530 €
4000-7999 km	820 €
8000 km or more	1.500 €

## Documents to be sent to OMU before Mobility Activities

### Student:

- A copy of the announcement on your website
- A copy of the announcement posters, flyers, brochures, etc. if any
- The list of all applicants with their criteria points and Erasmus General Score
- Selection Committee Report
- English Proficiency Document

Application forms listed in <http://erasmus.omu.edu.tr/en/genel/ka107-student>

## Staff:

- A copy of the announcement on your website
- A copy of the announcement posters, flyers, brochures, etc. if any
- The list of all applicants with their criteria points and Erasmus General Score
- Selection Committee Report
- Home University Confirmation Letter
- English Proficiency Document
- Curriculum Vitae

Application forms listed in <http://erasmus.omu.edu.tr/en/genel/ka107-staff>

## **Documents to be completed during Mobility Activities**

### **Student:**

- Boarding passes
- E-tickets
- Copy of passport identity page
- 4 passport size photo
- Health Insurance (Covering your stay here)

## **Staff:**

- Boarding Passes
- E-tickets
- Health Insurance (Covering your stay here)
- CV
- Copy of passport identity page



## Academic Recognition Documents to be sent to OMU after Mobility Activities

### Student:

- A copy of your departure stamp on your passport
- Complete the survey sent to your e-mail address by the European Commission
- The Board decision of study/traineeship recognition
- The Student's Transcript of Records after the recognition process
- If applicable, a copy of the student's diploma supplement after graduation

**Staff:**

- Complete the survey sent to your e-mail address by the European Commission
- A copy of your departure stamp on your passport



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