



NECMETTİN ERBAKAN
UNIVERSITY

Infopack for Erasmus+ KA171 (ICM) Mobilities

Necmettin Erbakan University (NEU) accepts students from INSTITUTIA INVATAMINT UNIVERSITATEADE STAT DIN COMRAT (KDU) in Republic of Moldova. KDU is expected to begin the student selection process after receiving official information from the NEU Erasmus Office. This guide is designed to assist you in opening the student selection process. The numbers below represent all types of mobilities to be realized between NEU and KDU for the 2023 and 2024 projects. Please note that there are two types of mobilities available for KDU students at NEU, as indicated in the list below. This guide is prepared exclusively for the two-year projects.

Possible Mobilities in Numbers

Project Year	Type of Mobility	Direction of Mobility	Quota	Duration	Allocated Grant Per Month	Travel Grant
2023	Student Mobility for Traineeship	from NEU to KDU	2	2 X 2 months	700 EUR	275 EUR
2023	Student Mobility for Traineeship	from KDU to NEU	2	2 x 2 months	800 EUR	275 EUR
2024	* Student Mobility For Studies	from NEU to KDU	1	5 months	700 EUR	309 EUR
2024	* Student Mobility For Studies	From KDU to NEU	1	5 months	800 EUR	309 EUR

* The priority for this quota in the 2024 project will be student mobility for studies; however, it can also be used for two student mobilities for traineeships instead of one study mobility. With the grant allocated for one student mobility for studies, two student mobilities for traineeship, each lasting a minimum and maximum of two months, can be supported. Additionally, participants with fewer opportunities will be prioritized in the 2024 project. If such participants are identified, they will receive an additional grant of €250 per month.

About Student Applications:

An applicant must be a student enrolled in one of the departments specified in the bilateral agreement between Necmettin Erbakan University (NEU) and the INSTITUTIA INVATAMINT UNIVERSITATEADE STAT DIN COMRAT (KDU). Before application, students (for mobility for studies) are expected to check the departments/courses at NEU carefully to see if they match their study plans (listed in the following sections). Students' applications must be evaluated according to the requirements listed below. The selected student must be nominated by their home university via e-mail to icm@erbakan.edu.tr. The International Relations Office of KDU should evaluate applications in collaboration with the related department in KDU. Students accepted and nominated to NEU are sent an official acceptance letter by NEU.



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General Requirements for Application

- To be a student at a partner university (the department applied must be covered by the agreement) (the student might be at any level- BA, MA, or PhD).
- A good command of English language proficiency*
- Meeting the minimum academic criteria set by KDU
- To be nominated by the home university (via e-mail)

* English is the medium of instruction at NEU. Please bear in mind that students are strongly recommended to have an adequate level of English corresponding to the B1 level according to the Common European Framework of Reference for Languages. Your students' English proficiency test scores are required for the application process - this score can be obtained in an internal examination organized at your university or the score of an internationally recognized English proficiency test.

Application/Nomination Documents

- Application Form
- Transcript of Records
- English Proficiency Document
- Selection Committee Report
- Acceptance Letter (will be provided by NEU after the student nomination is done by KDU and approved by NEU.)

* Please bear in mind that the documents listed above are submitted to the NEU Erasmus office via e-mail to icm@erbakan.edu.tr with the required signatures during the student's nomination process. The nominations will not be considered without these required documents.

Important Reminder

Please note that you need to act in line with the EU Commission's principle that the selection process must be fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. To learn the important points regarding the selection criteria, it is recommended to check Erasmus+ International Credit Mobility Handbook for Participating Organizations below: <https://erasmus-plus.ec.europa.eu/document/erasmus-international-credit-mobility>.

We always respect and agree with the selection processes of our partner institutions. However, we are required to present any application/selection documents of our partners during the audits, which are frequently done by the Turkish National Agency and the European Commission. For this reason, in order to ensure the transparency of the selection process, we kindly ask our partners to send the below documents via e-mail as well:

- **Link of your website announcement for this student mobility within the framework of Erasmus+ program**
- **List of all applicants and the selected beneficiaries with their overall points**
- **An official document with signatures which show the selection criteria for student mobility determined by your institution**



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Document format: The documents in the format of photograph will not be accepted. We kindly ask you to submit the clean, scanned version of the required documents in PDF format.

*Important Dates**

	For 2023 Project	For 2024 Project
Student Selection Deadline	15 May 2025	15 August 2025
Nomination Deadline	15 June 2025	15 September 2025
Deadline for Student's Submission of Learning Agreement	15 August 2025	-----
Student Traineeship Period	2025 – 2026	2025 - 2027

* These dates will apply to the 2023 project. For the 2024 project, institutions can plan according to their own availability starting from the date the information is shared.

STUDYING at NEU

Course List at NEU

Students who are selected to Erasmus+ mobility for studies to visit NEU are required to take at least 30 ECTS courses. Please check the list of courses in English provided at the Faculty of Political Sciences at NEU <https://erbakan.edu.tr/tr/birim/erasmus/sayfa/ders-havuzlari>

Learning Agreement Before the Mobility, prior to their study at NEU

The Learning Agreement form will be sent to you via e-mail by NEU. Incoming students are required to send us a Learning Agreement Before the Mobility, prior to their study at NEU. Students will be informed by the details of these requirements after their acceptance is confirmed.

Learning Agreement for Studies is a document showing the courses students will take at the host institution and their equivalents at the home university. It is signed by the home university as well as as well as the relevant departmental coordinator at NEU (listed above).

The document ensures the course recognition process, which is the main requirement of the Erasmus+ mobility program. However, students and partner institutions should be aware that it is still a tentative course plan, and students' most accurate course lists will be finalized during the course registration period at NEU. For this reason, we kindly suggest students take elective courses as much as possible, per the curriculum of their home institutions, which the home university could recognize in a smoother way. If the course plans change for some reason, students are expected to submit a Learning Agreement During the Mobility in 4-7 weeks. By signing and confirming these documents, HEIs verify the recognition of those courses.

We would like to remind you that program and partner HEIs are expected to recognize courses students take at the host institution during their exchange periods. At the end of the semester, NEU provides an official transcript and certificate of attendance for inbound Erasmus/Exchange students



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and kindly ask them to submit these documents to their home institutions for the recognition processes. Moreover, at the end of the semester and during the recognition processes, students are kindly expected to send us the Learning Agreement After the Mobility and the transcript of records provided by their home institutions with the list of recognized courses.

Grant Calculation and Payments

According to European Commission and Turkish National Agency regulations, the monthly grant provided to incoming students is 800 euros. The total amount of support is calculated according to the official semester dates, which is around 3,5 months at NEU (so approximately $800 \times 3,5$ would be the main support). In addition to monthly support, the program provides a fixed amount of travel support, which is calculated according to the distance between Konya and the city where the home institution is located: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>. The travel support given to the student is 275 EUR (for 2023 project), 309 (for the 2024 project).

Students receive 80% of the total amount (individual support + travel support) at the beginning of the semester, and the remaining 20% upon successful completion.

Erasmus+ KA171/ICM students must open a bank account (Euro account) at a branch of Vakıfbank (a Turkish state bank). Erasmus+ scholarships are paid through these bank accounts, and students are guided on how to open a bank account during the orientation week. It is not possible to transfer Erasmus+ grants to students' accounts in their home countries.

STUDYING in TÜRKİYE

Passport and Visa

The Turkish government advise that your passport should be valid for at least 6 months from the date you enter Turkey and that there is a full blank page for the entry and exit stamps. Passports must be valid for six months beyond your entry date. For Visa, please check this website <https://www.mfa.gov.tr/general-information-about-turkish-visas.en.mfa>

Residence Permit & Insurance

Foreigners, who are intending to stay in Turkey longer than mentioned period (90 days in 180 days period), are required to apply for residence permit <https://e-ikamet.goc.gov.tr> and <https://en.goc.gov.tr/residence-permit-types>

Students that hold Turkish citizenship, dual-citizenship, or Mavi Kart (EU Blue Card) are exempted to apply for residence permit. The European Health Insurance card (EHIC) is not valid in Türkiye.



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Students in the scope of exchange programs will not be required to submit an additional health insurance if they are registered to the social security institution (SGK), general health insurance within three months from the date of enrolment. However, they are required to take private health insurance unless they are registered to SGK. Private health insurance is supposed to be arranged by an insurance company operating in Türkiye or the responsible person must confirm on the official headed paper of the company that the policy meets the minimum criteria.