

1. GRANTS

- Mobility of **students** to/from partner countries

Origin (Sending Institution)	Destination (Host Institution)	Monthly grant (grant per month)
Kırşehir Ahi Evran University	Partner Country	700 Euro
Partner Country	Kırşehir Ahi Evran University	800 Euro

- **Travel grant** for students and staff

The only contribution to the travel expenses (round trip) is determined by the distance between the place of study / work and the place where the activity is carried out, as follows :

Distance in kilometers	Travel grant for round trip	Green Travel Support
10-99	28 € per participant	56 €
100 - 499 km	211 € per participant	285 €
500 - 1999 km	309 € per participant	417 €
2000 - 2999 km	395 € per participant	535 €
3000 - 3999 km	580 € per participant	785 €
4000 - 7999 km	1188 € per participant	1188 €
8000 and +	1735 € per participant	1735 €

- Mobility of **teaching and staff training** to/from partner countries

Origin (Sending Institution)	Destination (Host Institution)	Daily grant (grant per day)
Kırşehir Ahi Evran University	Partner Country	180 Euro
Partner Country	Kırşehir Ahi Evran University	140 Euro

For grant support to cover travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided by the European Commission:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Tuition Fee

Students do not pay any tuition fees to the host institution during the programme, but they continue to pay the obligatory tuition fees to their home institutions. They *do not pay any extra fees to the host institution* within the scope of the exchange programme.

2. SELECTION PROCEDURE*

Eligibility and assessment of all applications will be carried out by the home and host universities based on the following criteria:

For Students;

- The selection of students must be **fair, transparent, coherent and documented** and shall be made available to all parties involved in the selection process. The participants must be selected by using objective and transparent criteria which should be presented, proved **and sent to the Coordinating Institution** (KAEU).

Please keep the selection results and official documents of selection (application forms, signature lists, exam results, announcements etc.) until the end of the Project. KAEU reserve the right to get these documents from the partner institutions.

- To be enrolled at one of the full-time programmes (including evening education programmes) at the home university and not to be in the position of graduation. *(Please take the table of quotas (which will be sent to you by Kırşehir Ahi Evran University) into consideration.)*
- - To have completed the first semester (excluding prep school) at home university. If benefited from any of Lifelong Learning Programme / Erasmus+ programmes in the current cycle (BA, MA, PhD), total duration of mobilities cannot exceed 12 months, for each study cycle, including the intended activity.
- GPA for BA students: minimum 2.20 over 4.00 and GPA for MA and PhD students: minimum 2.50 over 4.00
- To have a document that certifies at least B1 level of English or Turkish.
- All the applicant students are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding **% 50 of GPA to % 50 of foreign language score** and are nominated beginning from the top of the list for the available quota.
- - 10 points for each mobility will be deducted from the Erasmus+ Ranking Score of students who benefited from the Erasmus+ KA171 Programmes in the current cycle with or without grant.
- - 10 points are deducted from Erasmus Ranking Score if the student's nationality is the same as the receiving country (Only if documented)
- +10 points are added to the students for whom protection, care or accommodation decisions have been made within the scope of the Child Protection Law

- -10 points are deducted from Erasmus Ranking Score if the selected student doesn't take part at the mobility without renouncement before.
- - Students studying a double major are only allowed to apply with one of the majors at the same application call.
- +10 points are added to the students with special needs (disability) (Only if documented)

For Staff ;

- The selection of staff must be **fair, transparent, coherent and documented** and shall be made available to all parties involved in the selection process. The participants must be selected by using objective and transparent criteria which should be presented, proved **and sent to the Coordinating Institution (KAEU)**.

Please keep the selection results and official documents of selection (application forms, signature lists, exam results, announcements etc.) until the end of the Project. KAEU reserve the right to get these documents from the partner institutions.

- In training mobility, administrative staff can be prioritized.
- All the applicant staff are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding **% 20 of foreign language score** and are nominated beginning from the top of the list for the available quota.
- +10 points are added for the first time involvement (not being realised Erasmus mobility before)
- +10 points are added to the staff with special needs (disability) (Only if documented)
- - 10 points are deducted from Erasmus Ranking Score if the staff's nationality is the same as the receiving country (Only if documented)
- + 5 points are added to the staff working on departments or units that were not previously included in Erasmus mobility
- + 5 points are added to the **administrative staff** for staff training activity.

We recommend to announce the application (online and/or with printed documents) at least 20 days before the application starts and students should be able to apply at least 15 days.

Please send us the “Absence of Conflict of Interest Declaration” form, ‘List of all students and staff Applications’ (template enclosed; should be signed and stamped), the “application forms for staff and students” and the web link, where you publish the application. It’s also possible to send us printed materials via e-mail, if you don’t publish the application online.

3. HOW TO APPLY – STUDENTS

If you would like to be an Erasmus+ student in Kırşehir Ahi Evran University (KAEU), your home university should have an active Erasmus+ Inter-institutional Agreement in the relevant field of study at KAEU. If two institutions have an agreement, then you need to be nominated by your home university to study at KAEU for the planned period of study. If KAEU does not have an Inter-institutional Agreement with your home university, you cannot benefit from the mobility opportunity.

After we receive the nomination e-mail from your Home University, International Relations Office at your home university is required to submit the following documents via e-mail;

1. **Application Form:** It must be fully completed and signed by the student, departmental coordinator and institutional coordinator.
2. **Official Transcript:** It must be in English and with university stamp.
3. **English Proficiency Document:** This document can be an internationally recognized exam result or a statement issued by the home university.
4. **Learning Agreement:** It should not be filled by hand and should be signed by the student and coordinators.
5. **Copy of Passport Personal Information Pages**
6. **One Scanned Form of Passport Sized Photo:** It will be used for the student identification card at KAEU
7. **Scanned Form of National ID or Student Card**

Before the Mobility

Before the mobility period, participants should be aware that the paperwork will require a signature and stamp from their departmental or institutional coordinator at the home university or at KAEU. Thus, it is crucial to allocate sufficient time to complete the paperwork.

Student Visa

Students should apply for student visa as soon as they receive their acceptance letter from KAEU. After receiving the visa, please don't forget to send a copy of it to KAEU International Relations Office. (intoffice@ahievran.edu.tr)

For the list of Turkish Embassies and Consulates, please visit the following website: <http://www.mfa.gov.tr/turkish-representations.en.mfa>

Insurance

Apart from the travel insurance which Turkish Consulates may ask, we strongly advise Incoming Erasmus+ Students not to pay for a health insurance in their country since it may not comply with Turkish regulations. Following your arrival, you can have your health insurance from Turkish Social Security Institution.

For detailed information about insurance, please visit the following website: <http://www.sgk.gov.tr/wps/portal/sgk/en/home-page/mainpage>

During the Mobility

During your first week at KAEU you will be able to select and change your courses pre-determined on the Learning Agreement during the application process. If you wish to add/drop and change some of your courses, please fill in "During the Mobility Section" of Learning Agreement and get approval from your departmental coordinators at KAEU and at your home university.

Upon your arrival, you should visit Student Services Department at the faculty where you will be studying or International Relations Office. You should bring one of the copies of your Learning Agreement Document with you.

Residence Permit

During your stay in Kırşehir, you are required to apply for Residence Permit within one month following your arrival in Turkey. Please note that **it is the incoming students' responsibility to obtain this document.** You can submit your online application for residence permit through the following link <https://e-ikamet.goc.gov.tr/> Please collect the following documents before your appointment date:

- Print-out of Online Appointment
- Health Insurance Document
- Four Passport-Size Photos
- Passport and the Copy of the Passport
- Photocopies of the following pages of passport:
 - ▶ The page bearing the applicant's photo
 - ▶ The page stamped at the last entry

► The visa page

- Student Certificate in Turkish and Official Document to be given by DPU International Relations Office
- Residence Permit Fee Receipt: It must be paid online or to a Tax Office. For detailed information, please visit the following website http://www.goc.gov.tr/icerik6/documents-for-residence-permit-fee-amount_917_1060_8868_icerik
- Address of your stay in Turkey (Contract for the Accommodation)

For general information about Residence Permit, please visit the following website http://www.goc.gov.tr/icerik/residence_917_1060

After Mobility

At the end of your mobility period at KAEU, please do not forget to submit/receive the following documents from/to KAEU International Relations Office:

- **“After the Mobility” Section of Learning Agreement:** It should not be forgotten to complete this section before your departure from DPU. The coordinators should sign the document.
- **Transcript of Records:** This document will be sent to you and to the International Office at your home university after your departure. You will be able to see the announced grades on Student Information System (OBS).
- **Duration Sheet:** This document will be given to you for proving your duration at KAEU.
- **Certificate of Attendance:** In addition to Duration Sheet, you will also receive an attendance certificate.

4. HOW TO APPLY – STAFF

Within the framework of ERASMUS+ International Credit Mobility (KA171), all staff employed in foreign higher education institutions (on condition that the higher education institutions signed a bilateral agreement) can participate in Erasmus+ Staff Mobility Programme. This mobility includes teaching and training activities which the staff authorized in one higher education institution will perform in another higher education institution which is a party of ERASMUS+ International Credit Mobility (KA171) Agreement.

Academic activities of academic staff cannot be less than total 8 (eight) hours during the mobility. In hourly calculation of the activities performed by academic staff, courses are

considered. In the case that course hours do not complete eight hours, academic activities like seminars, panels or conferences are evaluated in this context. Academic staff mobility plans *which do not include lectures cannot be regarded as mobilities*.

Within the *training activity*, there is no certain hours mentioned in the Guide Books; however, it is better to determine the training activities before and state them in the Training Programme. If a staff terminates his/her mobility without completing *at least 5 days*, the mobility will be regarded *invalid*.

Incoming staff from other countries to Kırşehir Ahi Evran University are granted according to the ratios determined by European Commission. In terms of the grants that will be paid to the staffs, 100% of the scholarship amount is paid when they come to host institution.

Application Documents for Incoming Staffs

- Staff Application Form
- Curriculum vitae (CV)
- Staff Mobility for Teaching Mobility Agreement or Staff Mobility for Training Mobility Agreement (depending on the mobility type)

(can be found; <https://foreignaffairs.ahievran.edu.tr/icerik/formlar>)
- Document showing language level (if exists)
- Scanned form of Identity Card

5. FURTHER INFORMATION

For more information about the programme you can check the following website and documents:

<http://foreignaffairs.ahievran.edu.tr>

<https://www.ua.gov.tr/media/4wajxlr/icm-handbook-version-5-1-final.pdf>

For any additional information not provided in the documents or website, please do not hesitate to write to Foreign Affairs Office of Kırşehir Ahi Evran University intoffice@ahievran.edu.tr .