



ERASMUS+ MOBILITIES OUTGOING STUDENT

HANDBOOK 2022-2023

This handbook provides you with general information about the **Erasmus+** study and traineeship mobility processes. This handbook includes application criteria, grant information and other necessary processes.

ABOUT ERASMUS+ MOBILITY

Erasmus+ Program offers students the opportunity to participate in the Study and/or Traineeship Mobility in partner universities. Işık University students have the opportunity to study at a partner university abroad for one or two semesters within the framework of the Erasmus Program or bilateral agreements.

In addition, students can complete their voluntary or compulsory traineeship abroad as a voluntary or compulsory traineeship within the framework of the Erasmus Program or within the scope of bilateral agreements.

Application dates and other details are included in the Call for Application. Detailed information about the rest of the process is shared in the Information Seminars given by the International Office.





APPLICATION CRITERIA

- Being a full-time Işık University student
- Having a minimum GPA of 2.20/4.00 for a bachelor's degree
- Having a minimum GPA of 2.50/4.00 for Master's and Doctorate degrees
- For students whose transcripts have not yet been ready at the application stage;
 - Minimum 2.20/4.00 of associate degree graduation grade for students transferring from associate degree to undergraduate degree ;
 - High school graduation grade of at least 75/100 for 1st year students.
- Having a minimum of 70 from Işık Exit exam or passing grade from Equivalent Exams
- Having a course load of 30 ECTS at the time of the application to participate in the mobility

APPLICATION PROCESS

- Applications are submitted online through the Mobility Kion system. (<http://mobility.isikun.edu.tr/>)
- The list of partner institutions should be checked.
- Transcript must be submitted with a barcod from e-campus or e-devlet (e-government) system
- Işık Exit Exam results or the results of the following exams must be submitted.

TOEFL PBT	560
TOEFL CBT	220
TOEFL IBT	80
ÜDS & YDS & KPDS & YÖKDİL	70
PTE Academic	71

EVALUATION PROCESS

Evaluation criteria and detailed information are provided in the Call for Application

GRANTS

COUNTRY GROUPS	HOST COUNTRIES	MONTHLY GRANT FOR STUDY (EURO)	MONTHLY GRANT TRAINEESHIP (EURO)
1st and 2nd Group Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600	750
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia	450	600

- Additional Grant Support details are included in the Call for Application for questions about additional grant support please contact international@isikun.edu.tr.





BEFORE STUDY MOBILITY

- After the results are announced, the nomination process starts. (Nomination: Transmitting the student's information to the partner institution as a candidate student.)
- In this process, the partner institution sends an e-mail to the student regarding the acceptance status.
- In case of receiving an acceptance e-mail from the partner institution, students must complete application to the partner institution.
- "Erasmus+ Incoming Student Application Deadline" should be checked on the partner institution's website.
- If no e-mail is received up to 2 weeks before the relevant date, students should contact International Office at international@isikun.edu.tr

BEFORE TRAINEESHIP MOBILITY

- All students who apply for traineeship mobility and pass the threshold score are expected to submit a traineeship acceptance letter.
- After the traineeship institution is found and the acceptance letter is received, the main and waiting list is formed according to the success rating.
- The Grant Allocation Plan of the students on the main list is shared with the students. In case of any waiver from the main list, the right to participate in the mobility passes to the students on the waiting list.
- Preparations must be started by going through necessary documents.

PRE-MOBILITY DOCUMENTS

1. Copy of Bank Passbook: It is the document containing the account information of your Akbank Euro Account to which your grant will be deposited. You can also obtain information from internet banking and upload it to the system. (It should contain the account holder's name, iban number, account number, branch, account type information.)

2. Tuition Fee Receipt: It is the document showing the tuition fee you have paid to Işık University for the period that you will participate in the mobility. (Receipts, receipts, bank account movements are accepted.)

3. Course Transfer Table: It is the excel table that shows the courses at the partner university and Işık University, which will be sent to you. It should be uploaded in pdf format with a total of 4 signatures including the student. When making a PDF, make sure that all columns and rows are included in the document.

4. Learning Agreement: It is the document showing the course selections at the partner institution and Işık University. The course must be completed simultaneously with the Course Transfer Table. It should be uploaded to the system in PDF format with a total of 3 signatures including the student.

5. Health Insurance Policy: It is a travel health insurance valid in Schengen countries with a guarantee of 30.000 €, covering your mobility dates. It is sufficient to upload the policy that the insurance company has forwarded to you. Accident & Liability of the relevant policy for traineeship mobility it is mandatory to include phrases.

6. Grant Agreement: The relevant document will be sent to you by us if all the documents requested in mobility are fully and correctly and correctly and the visa application has been made. (<http://mobility.isikun.edu.tr/>)



IMPORTANT NOTES

1. All documents must be completed 1 month before your mobility start date in order to be able to make a grant contract. If the documents are completed and the visa application is made, the International Office should be informed and an appointment should be requested for the grant agreement. Necessary procedures for grant payment are initiated after the completion of the Grant Agreement.
2. The student must make sure that the application for a partner institution is complete and correct.
3. A 'Visa Support Letter' is prepared for students for visa applications. In order to prepare the relevant letter, the International Office should be informed and the letter should be requested 10 days before the appointment date.
4. For applying for a visa, the Consular Website of the relevant country should be checked.
5. Traineeship Mobility can be carried out in three different ways as compulsory, voluntary traineeship and matching instead of an elective course Approval from the Erasmus+ Department Coordinator is required for final approval.





DURING THE MOBILITY

- When visiting the partner institution, the relevant field of the 'Confirmation of Exchange' document should be signed by the International Office/Erasmus Office and sent to the International Office at Işık University.
- If there is a change in any course, course name, code or ECTS value, you should first contact the International Office at Işık University.
- During the Mobility field of the Learning Agreement document must be filled in for the relevant course change.
- Signatures must be obtained by filling in the Course Transfer Table simultaneously with the Learning Agreement.
- In case of any change from the job description and working hours in the traineeship mobility, During the Mobility field of the Learning Agreement document must be filled.

AFTER THE MOBILITY

The following documents must be submitted;

- Partner institution transcript
- Course Transfer Table (Final version of the courses taken)
- Learning Agreement (After the Mobility)
- Confirmation of Exchange' document (Departure field must be filled)
- Online Survey
- 'Entry and exit document to the country received from the e-Devlet (e-government).
- Traineeship Completion Certificate for Traineeship Mobility





International Office

📍 Meşrutiyet Mah. Üniversite Cad. No:2 34980 Şile / ISTANBUL
Şile Campus, Administrative building, Ground floor
@ international@isikun.edu.tr

☎ **+90 444 07 99 (7416) - (7245) - (7028)**