**Applicants need to:**

- decide which semester is best. As transfer of the courses will be required after arrival, it is strongly recommended to choose the semester with high number of elective courses ( the semester that courses will be recognized in the department)

- choose a partner university form our Erasmus  Agreement List for Student Exchange

- complete the application procedure and EPEEP ( English Proficiency Exam for Exchange Programs)

- select courses and arrange for credit transfer ahead of time ( check the language of instruction of the partner university)

- make travel arrangements (e.g. look for housing, organize a visa, and get insurance)

-read previous Erasmus Student's experiences.

**Applicants should also make sure that:**

- Must have KTUN course load of minimum 30 ECTS for the semester in which s/he plans to participate Erasmus Programme

- Must  take 30 ECTS course at the host university

- Make sure that 30 ECTS courses will be recognized by their departments upon successfully completion

- Graduate students who has  completed their course can also apply. Their courses taken abroad will be recognized as thesis studies.

**A. Who can apply?**

Applicants must be registered at KTUN as full-degree students at the time of application.Students can only  participate in the program on their current level ( i.e. bachelor, master or PhD).

Conditional Program (Bilimsel Hazırlık) students and students studying in the Department of Basic English are not eligible to apply.

Undergraduate students who are considering to apply for Erasmus program should have at least 2,2 CGPA and graduate students should have at least 3,0 CGPA.

**B. English Proficiency Exam for Exchange Programs (EPEEP)**

English Proficiency Exam for Exchange Programs (EPEEP) for all applicants takes place after the online application period has ended. It is obligatory to take EPEE.

EPEEP is valid for two consecutive years and students who have taken the exam in the previous 2 years may apply with a previous score. This needs to be indicated on the online application. However, students are allowed to take the EPEEP only once a year.

The exam is organized by the Department of Basic English. Students who are not able to enter the exam due to a valid excuse should submit a petition explaining their excuse to the International Cooperations Office. Otherwise, their Erasmus application will be regarded as invalid.

**C. Selection Criteria**

According to the regulations of the Turkish National Agency, 50% of CGPA and 50% of the English language test score are taken into account in electing prospective Erasmus students.

Besides, before calculating the 50% of the CGPA, a coefficient is applied on the CGPA according to the applicants' department and semester information as below:

Student CGPA: 3.15

|  |
| --- |
| CGPA of the related department's students in the same semester with the applicant: 2.89 Ratio: 3.15/2.89 = 1.09 25\*+1.09=26.09 Overall Erasmus application score: 3.15x26.09 = 82.18 |

\*the convergent factor to calculate 50% of the CGPA = 25

* 15 points will be added to the overall score of the students who are  the childrens of martyries and veterans.
* 10 points will be added to the overall score of students with disabilities.
* 10 points will be added to the overall score of the students who have been under protection by 2828 Social Services Law.

To get these additional points, applicants have to submit their  official proofs during application period to International Cooperations Office.

* 10 points will be decreased from the overall score of the students for each participation of the Erasmus KA103 / Erasmus Traineeship and Erasmus KA107 in the same study cycle.
* 10 points will be decreased from overall score of the students if they withdraw from the program after the given deadline for withdrawal.

**D. The length of the study**

Students are expected to participate in the program for one semester. The semester ( fall or spring) which the students would like to study should be indicated during online application.  The students who participate in the program in the fall semester might extend their studies for the whole academic year with the approval of host university and KTUN.

Students may participate in the Erasmus program more than once . The total length of the mobility should be up to 12 months per each cycle of study (UG, MS, PhD), independently from the number and type of mobility activities.

To give an example, if a student had previously taken an Erasmus student mobility for 6 months at the undergradute level, he/she can participate in the Erasmus KA103 student mobility,  Erasmus traineeship or Erasmus KA107 International Credit Mobility for another 6 months as an undergraduate student and get Erasmus grant for this period. Similarly, if a student had previously participated in the Erasmus traineeship/ Erasmus KA107 International Credit Mobility  for 3 months, he/she can participate in the Erasmus student mobility for up to 9 months with grant. However, if the same student applies to the student or traineeship mobility again at the graduate level, he/she can get Erasmus grant up to 12 months at this level.

**E. Language Proficiency and Academic Standing**

In some cases students need to submit a relevant language proficiency document during their application to the host university (TOEFL/IELTS for English-medium universities, German certificates for German-medium universities, etc.). Therefore, students are recommended to search for the language requirement of the host universities even before their application to KTUN and take the required exam(s) when necessary.

Host universities may also require an academic transcript to evaluate candidates' academic standing in the semester(s) before the beginning the program. Therefore, students must be in good academic standing and are advised to avoid getting failing grades until their participation in the program.

Students with FF/FD/W grades should also consult with academic units to learn permission rules and undergraduate/ graduate regulations.

**F. Students with disabilities in Erasmus**

To ensure that students with severe disabilities can take full advantage of the European mobility arrangements, the Erasmus program pays particular attention to guidance, reception, physical accessibility, pedagogical and technical support services, and especially financing of the extra costs. This means that Erasmus grant of students with severe disabilities is higher than the normal study grant to offset the specific difficulties with which they are faced (such as physical access and the organisation and content of teaching). For the grant application a form describing the student's disability and the special needs and additional requirements the disability entails should be filled in, as well as a detailed cost estimate of the financial support the student will need. The application for disability grant should include a medical certificate stating the level of disability, acknowledged by a doctor. For more information, please get in contact with our office.