



NECMETTIN ERBAKAN
UNIVERSITY

Infopack for Erasmus+ KA171 (ICM) Mobilities

Necmettin Erbakan University (NEU) accepts students from partner institutions within the scope of Erasmus+ KA171 projects. Partner universities are expected to initiate the student selection process upon receiving official information from the NEU Erasmus Office. This guide has been prepared to assist partner institutions in carrying out their student selection procedures.

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 partner institution. After receiving the official e-mail from the NEU Erasmus Office regarding the type and number of available mobilities, the partner institution is expected to start the student selection process. Before applying for mobility for studies, students are advised to carefully review the departments and courses offered at NEU to ensure compatibility with their study plans (as listed in the following sections). Students' applications must be evaluated based on the criteria specified in the announcement text provided by NEU. The selected students must be officially nominated by their home university via e-mail to icm@erbakan.edu.tr. The International Relations Office of the partner university should evaluate the applications in collaboration with the relevant academic departments. Students who are accepted and nominated to NEU will receive an official acceptance letter from NEU.

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 specified in the announcement text provided by NEU
- 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.

Required Nomination Documents

- Application Form
- Transcript of Records
- English Proficiency Document
- Selection Committee Report



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* 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**

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.

STUDYING at NEU

Note: Since students participating in traineeship mobility will not select courses, this section may be skipped. However, the student must prepare the Learning Agreement before the start of the mobility and send it to 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 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.



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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

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 4 -5 months at NEU. 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>.

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.



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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.

Students within the scope of exchange programs are not required to submit an additional health insurance if they are registered with the Social Security Institution (SGK) or have general health insurance within three months from the date of enrolment. However, students who are not registered with SGK must submit, before the start of their mobility, an insurance policy covering travel, health, and personal liability as indicated in the Learning Agreement.