



INFOPACK - ICM (KA171 2022 project)

2023-2024 Academic Year

Incoming Student Mobility

Congratulations! Your institution is part of a project that has been selected for funding for International Credit Mobility under Key Action 1 of the Erasmus+ program, promoting the international exchange of students and staff between higher education institutions in Erasmus+ Programme and Partner Countries.

This info pack will provide you with basic information about the whole mobility.

1. Selection of 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.

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, the '[Protocol from the Selection Procedure for Student Mobility](#)' (template enclosed), '[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.

The **selection criteria** shall be made public. For students from Partner Countries the criteria are as follows:

- 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. 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, including the intended activity.
- GPA for BA students: minimum 2.20 over 4.00
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 Lifelong Learning Programme / Erasmus+ Programmes in the current cycle with or without grant.
- 10 points are added to the Erasmus Ranking Score of students with the special needs. (Only if documented)
- 10 points are deducted from Erasmus Ranking Score if the student's nationality is the same as the receiving country
- 10 points are deducted from Erasmus Ranking Score if the selected student doesn't take part at the mobility without renouncement.
- In case of applying for more than one type of mobility at the same time (Studies and Traineeship), 10 points will be deducted from the Erasmus+ Ranking Score for the mobility preferred by the student.
- Students studying a double major are only allowed to apply with one of the majors at the same application call.

BURSA TECHNICAL UNIVERSITY
INTERNATIONAL RELATIONS OFFICE

Mimar Sinan Campus B Blok Z-15
Mimar Sinan Mah.
Eflak Cad. No 177
16310 Yıldırım BURSA

erasmus@btu.edu.tr
+90 224 300 37 62 / +90 224 808 10 74



2. Selection of 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.

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. Contractual documents

The home university is supposed to send us the documents below:

- **Absence of Conflict of Interest Declaration** (stamped and signed): With this letter the members of the selection committee will be decided
- **Protocol from the selection procedure for Student Mobility** (stamped and signed): This letter includes all information about the selection committee, selection criteria and approved candidates. The letter should be stamped and signed from the selection committee in order to indicate that the selection of the students is being done according to the selection criteria that are mentioned in the letter.
- **List of all student and / or staff applications** (stamped and signed): In this list, not only the selected students but also the rest of the applicants must be present (Waiting list). In addition, the students must be listed according to their total scores.
- **Web link or printed materials**: In order to show the application process, an evidence consisting of either web link of the application announcement OR screenshot of the application announcement are required by our side.

Selected students and staff must submit some documents before the mobility and also during and/or after the mobility to Bursa Technical University International Relations Office.

3.1 Before the mobility:

Documents mentioned in 2.1 should be send to us from the home institution. After checking the documents Bursa Technical University sends the selected students an email with the procedure to follow. Students will then receive an acceptance letter from the International Relations Office as soon as possible.

1- Application Form (*template will be provided from Receiving Institution*):

In this form the students have to fill some personal information.

2- Learning Agreement (*template will be provided from Receiving Institution*):

The learning agreement sets out the study program to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions. For more detailed information, please refer to these 'Guidelines on how to use the learning agreement for studies' (enclosed).

Here you may find some more key information about Learning Agreement:

- The total credit must be between 30-32 ECTS.
- The row numbers must be the same between Home and Host University tables.
- If the course numbers are different, the students may write two or more courses in the same row.

BURSA TECHNICAL UNIVERSITY INTERNATIONAL RELATIONS OFFICE



- All departments/programs are portrayed in Bursa Technical University Bologna Package: (<https://obs.btu.edu.tr/oibs/bologna/index.aspx>). Students may use the link to find their departments and select their courses. Please pay attention to the medium of instruction (Turkish or English) and the semester.

3- Transcript of Records (in English/Turkish) from home institution

Students have to submit a document that shows the student's Grade Point Average (GPA).

4- Language Certificate

Students have to submit a document that certifies at least B1 level of English or Turkish. We accept the language certificates below:

- TOEFL IBT
- Pearson PTE
- CPE (Cambridge Certificate in Proficiency English)
- CAE (Cambridge Certificate in Advance English)
- A certificate from the sending institution related department (School of Foreign Languages or similar)

You may use our template (*enclosed*) if the students don't have any certificate. The document should be signed and stamped by home university.

3.2 During the mobility:

- Learning Agreement During Mobility (*template will be provided from Receiving Institution after arrival*)

The participant has to prepare a Learning Agreement During Mobility if he/she changes any courses according to the first Learning Agreement.

- Grant Agreement (*template will be provided from Receiving Institution after arrival*)

The participant Grant Agreement sets out the financial support and payment arrangements to the participant. This agreement is signed between the participant and Bursa Technical University. BTU will be responsible for signing the grant agreement with the student and they will administer all grant payments for the mobility.

- Covenant Announcement (*template will be provided from Receiving Institution after arrival*)

The Covenant Announcement highlights the students' rights and obligations. Students have to read it carefully and sign it.

4. Grant payment of the participant

The **amount** for students coming from Partner Countries is set as **800 € per month** and for staff as **140 € per day**. In addition, they will receive the following top-up amounts, to support them in covering their **travel costs**:

Travel distances ¹	Amount
Between 20 and 99 KM	20 EUR per participant
Between 100 and 499 KM	180 EUR per participant
Between 500 and 1999 KM	275 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant

BURSA TECHNICAL UNIVERSITY INTERNATIONAL RELATIONS OFFICE



Between 3000 and 3999 KM	530 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant
8000 KM or more	1500 EUR per participant

¹ Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

After the arrival at Bursa Technical University students and staff are supposed to open a Turkish bank account at Ziraat Bank Bursa Branch (in Heykel) and submit the contractual documents mentioned in chapter 2.2.

Payment to staff: BTU pays 100% of the total grant at the designated bank account within 1 week.

Payment to students: BTU pays 70% of the total grant. The remaining 30% grant depends on the student's academic success and will be paid after the mobility. Bursa Technical University **pays the remaining 30% grant only if the student is successful in two thirds over the total credits.**

5. Transcript of Records and Certificate of Attendance

After the mobility Bursa Technical University International Relations Office sends all students and International Office at the sending institution a Transcript of Records and a Certificate of Attendance via e-mail and if required via regular post.

A Certificate of attendance is delivered to visiting staff on the last day of their visit.

6. Recognition of courses after mobility

Following the receipt of the Transcript of Records from the Receiving Institution (Bursa Technical University), the Sending Institution should recognize the student's academic outcomes successfully completed at the Receiving Institution.

The Sending Institution should fully recognize the total number of ECTS credits (or equivalent) contained in the Learning Agreement (Table B) and count them towards the student's degree, without the need for the student to take any further courses or exams. For further information, please read 'Guidelines on how to use the Learning Agreement for Studies' (you may find it enclosed to our e-mail).

The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

7. The participant report after mobility

At the end of the period abroad, all students and staff will be required to submit a final report. The EU survey will be sent to all participants by email at the end of their mobility period, and submission of the report will trigger the payment of the final grant installment for the students.