[**APPLICATION**](http://ybu.edu.tr/dib/contents/files/Erasmus%20Basvuru%20Form.pdf) **FORM**

**APPLICATIONS FOR THE 2016-2017 ACADEMIC YEAR AUTUMN TERM ERASMUS + HIGHER EDUCATION PROGRAM INTERNATIONAL STUDENT CREDIT - ICM (STUDENT MOBILITY FOR STUDIES) IN PARTNER COUNTRIES**

Erasmus+ is the European Union Programme in the fields of education, training, youth and sport for the period 2014-2020 implemented by The European Commission and National Agencies. Education, training, youth and sport can make a major contribution to help tackle socio-economic changes, the key challenges that Europe will be facing until the end of the decade and to support the implementation of the European policy agenda for growth, jobs, equity and social inclusion. The Erasmus+ Programme is designed to support Programme countries' efforts to efficiently use the potential of Europe’s talent and social assets in a lifelong learning perspective, linking support to formal, non-formal and informal learning throughout the education, training and youth fields. The Programme also enhances the opportunities for cooperation and mobility with Partner Countries, notably in the fields of higher education and youth.

In order to achieve its objectives, the Erasmus+ Programme implements three main actions. One of them is Key Action 1-Mobility of Individuals which includes Mobility of learners and staff. This action offers opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education institutions and civil society organizations to undertake a learning and/or professional experience in another country.

This type of mobility enables students at higher education institutions to spend an integrated period of study of between 3 months and 12 months (1 or 2 semesters, may be even 3 according to the educational structure of the host university) in another country participating in the program.

In this sense, our university has signed Erasmus+ inter-institutional agreement with Yıldırım Beyazıt University (YBU) in Ankara, Turkey in order to carry out International Credit Mobility (ICM) within the scope of Erasmus+ KA107 projects. Thus, students who want to study at Yıldırım Beyazıt University (YBU) in Ankara, Turkey within the scope of Erasmus+ International Credit Mobility (ICM) Program during the autumn term of 2016-2017 academic year should take notice of this announcement should follow the guidelines below:

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| Application Dates | **22/08/2016 – 06/09/2016** |
| Announcement of the Results | **09/09/ 2016** |
| Objection to the Results | **Until 14/09/2016** |
| Resignation Dates | **09/09/2016 – 15/09/2016** |
| Announcement of the Waiting List after Resignations | **16/09/2016** |

**Students, who wish to participate in the Erasmus Program in 2016-2017 Autumn Semester, should carefully read the following explanations.**

**NOTES**

*All the documents should be prepared on computer.*

1. Please make sure that date, signature, and seal/stamp in the documents are filled in by relevant people.

3. Applications (all required documents) will be submitted to the International Relations Office in person. ***Documents submitted by third parties or e-mail will not be accepted***.

4. All the announcements will be made on the web site and social media accounts of the International Relations Office and through e-mails. Therefore, students are expected to follow these web pages and check their e-mails regularly.

5. Please ensure that you provide clear, correct, valid and up-to-date e-mail address in your application form.

**REQUIRED DOCUMENTS FOR APPLICATION**

a. Application Form (should be prepared in two copies)

b. Transcript of Records

c. Language Proficiency Document

**ELIGIBILITY CRITERIA**

In order to apply, you must

* be a citizen of Argentina
* be a full time registered student at our university
* *have completed at least the first year of your studies* in your faculty (Thus, freshmen and students who are studying in the Language Preparation School are not eligible to apply)
* Have a CGPA of 2.20/4.00 or over for undergraduate students and a CGPA of 2.50/4.00
* Have a proficiency level of ***minimum B2 in English***. (if the host university has a language of instruction different than English, you must prove your level of proficiency in that language.)
* Students who have failed some courses from previous years but have minimum CGPA of 2.20/4.00 can apply for Erasmus+ Program.
* There must be an Erasmus agreement of your academic department with the applied University or the department.

**FOREIGN LANGUAGE PROFICIENCY**

1. Students are required to prove their proficiency in English language in order to participate in Erasmus+ Student Study Mobility in Partner Countries. Applicants can prove their language proficiency through one of the following options and state it in their application forms.

a. The average of the results of the Academic English courses taken at our university. The minimum grade should be 70/100.

b. The result of a national or international English Language Proficiency Exam. The minimum grade should be 70/100.

c. The result of the Erasmus+ English Language Proficiency Exam to be given by our university. (Time, date and place of the exam will be announced later)

2. ***Language scores of the student will be taken into account*** according to the information they provide in their application forms and will not be changed later.

3. Students who want to use the result of a national or international English Language Proficiency Exam must submit the related documents to the International Relations Office until the last date of applications.

**IMPORTANT NOTES:**

1. The students who have benefited from Erasmus program before can also apply again. However, they have to keep in mind that the **total length of mobility** (with or without grant), **at each level** (undergraduate or graduate), **no matter the type of mobility** (study or traineeships) should **not exceed 12 months.** **Previous experiences under LLP-Erasmus Programme count towards the 12 months per study cycle.**
2. Although students with prior Erasmus experience can apply for the programme, priority is given to other students who have not participated in Erasmus programs before. Moreover, previous participation in the Erasmus Programme within the same study level results in -10 points out of 100 Erasmus score for each participation in Erasmus mobility for studies in the same study level.
3. Students with previous experiences can benefit from the program without grant if there are enough quota after the students with Grant are selected. In this case, the applications will be evaluated based on the same criteria.

4. PhD students cannot participate in Erasmus programs under the following conditions

a) At the last term when they have to take the proficiency in doctorate level.

b) At the last term when they have to defense their dissertation.

5. Having received a kind of disciplinary punishment at the university is not an obstacle for participating in Erasmus programs.

6. The result of the exam is not a granted right and cannot be claimed for the following academic year. It just enables the students to apply only for that call. For instance, if you are selected as an Erasmus student for the 2015-2016 academic year, you cannot transfer your right to 2016-2017 academic year.

7. The predicted exchange period is minimum three months and maximum a full academic year. In general, students spend either the first or the second semester, or a whole year abroad. Academic calendars can vary in different countries.

8. The duration of the mobility is minimum 3 months for one semester. Students who return the home university before three months have to prove that they have force major with official documents. Otherwise, they have to pay the Grant Money back.

9. The duration of the mobility is *maximum 5 months for one semester*.

10. Selected students have to ask for the official permission of their Faculty in order that they can participate in the program.

11. Selected students have to attend the Orientation Program where they are informed about the procedures they have to follow before, during and after the mobility. Otherwise, it is students’ responsibility to handle the possible problems on their own. The Orientation Program will be provided by Yildirim Beyazit University via internet before the mobility or upon their arrival.

12. Erasmus students are exempt from tuition at Yildirim Beyazit University. No fees (for tuition, registration, examinations, access to laboratory and library facilities etc.) have to be paid to Yildirim Beyazit University. However, Erasmus students are responsible for all their living and personal costs during their exchange period spent at the partner university. Small fees may be charged for costs, such as insurance, student unions, the use of photocopiers, laboratory products etc., on an equal basis with local students.

13. Scholarships and other financial facilities are not interrupted or reduced during the student mobility even if he/she is receiving a Erasmus program scholarship at the same time.

14. Students are subject to the rules and regulations of the partner university during their study of exchange period abroad.

15. Students must have a health insurance policy which is valid for the host country of study. The insurance policy is advised to be arranged by the students before departure. The related fees of health insurance are to be paid by the student.

16. The accommodation may be arranged by the Host University if it is possible. As the Partner University has no responsibility to arrange the accommodation, they can assist you in finding a place to reside during your study. This mainly falls under the responsibility of the exchange student. It is recommended that if there is a possibility to provide accommodation by the Host University, get in contact with the unit of the host university that deals with accommodation, follow carefully the deadlines and submit the necessary forms on time. The cost for accommodation belongs to the exchange student.

17. Erasmus students must return to their home universities at the end of the Erasmus exchange period and complete their degree at their home university. At the end of the exchange period, the partner university provides the student with a transcript which includes all the courses taken during the time spent at the host university. The decision concerning the transfer of credits and grades are taken by the Faculty Board at Universidad Nacional del Centro de la Provincia de Buenos Aires after the evaluation of the transcript and the signed copy of the Learning Agreement.

18. Credits obtained from Partner University can be transferred towards graduation at Universidad Nacional del Centro de la Provincia de Buenos Aires on the condition of approval of relevant university units.

**SELECTION CRITERIA**

1. The selection of prospective Erasmus+ students will be done according to the regulations of Erasmus+ Program Guide and our National Agency. Accordingly, 50% of the cumulative GPA by the time of application and %50 of the English language score will be taken into account.

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| --- | --- |
| **Erasmus+ Score** | **Academic Performance Score (CGPA): % 50** |
| **Language Proficiency Score : % 50** |

2. CGPA should be calculated after it is converted into 100 point grading system.

3. Prospective Erasmus Students will be selected according to their Erasmus+ Scores within each institute and faculty considering the quotas and departments.

**GRANTS FOR 2016-2017**

1. All students who participate in the Erasmus programme receive an Erasmus mobility grant. This grant is a lump sum allocation of money from the European Commission intended to contribute towards the extra costs arising from studying abroad. Your grant is non-repayable, and is paid to you through Yıldırım Beyazıt University by the Erasmus National Agency for the Turkey.

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| --- | --- | --- | --- |
| **Host Country** | **Study Cycle** | **Montly Grant (€)** | **Travel Grant (€)** |
| Turkey | Undergraduate | 800 Euro | 1.100 Euro |

2. In order to get their grants, student must sign a Grant Contract provided by the International Relations Office.

3. Total amount of the Grant is calculated considering the duration of the academic term stated in the invitation letter sent by Yildirim Beyazit University. Accordingly, first % 80 of the total grant is paid to the student upon students’ arrival. At the end of the semester, % 20 of the Grant is paid before the students’ departure considering the dates stated in the certificate of attendance and entry dates depicted in the passport of the student.

4. If the dates depicted on the certificate of attendance and passport fall behind the invitation letter and students are not successful in 2/3 of the credits they take at Yildirim Beyazit University, the % 20 of the Grant is not paid to these students. Moreover, if it is confirmed that such students did not regularly participate in the courses in YBU, it is under the initiative of Yıldırım Beyazıt University to ask for the return of the %80 of the Grant.

1. Students who do not participate in the program or return before completing the program are required to pay the Grant Money back within 15 days upon their return. One copy of the bank document which shows the reimbursement must be submitted to the International Relations Office.
2. If students have to return the home country before the dates depicted in the Grant Contract because of force major (compelling reasons such as serious family problems, serious health problems, and natural disasters), the time spent abroad is calculated and the amount of money equaled to this time is kept by the students, but the rest of the money students were paid is returned.

7. If students voluntarily return the home country regardless of any force major, Grant Money such students were paid is returned. Such students cannot benefit from Erasmus+ Student Mobility for Studies Program again within the same study cycle.

8. Students who participate inErasmus+ Student Mobility for Studies Program ***have to take 30 ECTS during one academic term***. Should they cannot find courses equaled to 30 ECTS, they can take at least 25 ECTS credits and maximum 35 ECTS credit.

**QUOTAS**

**4 undergraduate students** will be sent to Yıldırım Beyazıt University in Ankara Turkey for the Spring Term of 2016-2017 Academic Year within the scope of Erasmus+ International Credit Mobility (ICM) Program. Quotas will be distributed in line with the criteria depicted in the Erasmus+ Program Guide.

The following table shows the departments for which you can make applications.

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| --- | --- |
| **COUNTRY** | TURKEY |
| **CITY** | ANKARA |
| **UNIVERSITY** | YILDIRIM BEYAZIT UNIVERSITY (YBU) |
| **QUOTA** | 4 Undergraduate students |
| **STUDY CYCLE** | **DEPARTMENT** |
| **Undergraduate (Bachelor)** | Law  Medicine  Nursing  Computer Engineering  History  Social Work  International Relations  Finance  Economics  Information Management Systems |

**MOBILITY ROAD MAP:**

1. Students who are selected as Erasmus students are required to prepare the following documents and submit them to the International Relations Office. Please note that International Relations Office might ask for additional documents other than these.

***Before Mobility***

a. Learning Agreement (It shows the courses to be taken at the host university)

b. Letter of Invitation/Acceptance (It is obtained from the host university)

c. Valid Passport

d. Visa Application

e. Student Permission Form (It is obtained from the related Faculty/Institution)

f. Valid Bank Account for Euro (You can open a bank account in Turkey. You can also use the bank accounts in your home country, but in this case please note that money transfer might result in authorized stoppage.)

g. Comprehensive Travel and Health Insurance (You can obtain it either in your home country or in the host country)

h. Grant Contract

***During Mobility***

a. Certificate of Arrival (It is given by the International Relations Office of the host university)

b. Changes to Learning Agreement Form (If you have to change the courses you have to take)

c. Interim report (It will be sent to your e-mail addresses and should be filled in online)

***After Mobility***

a. Letter of Confirmation/Attendance

b. Transcript of Records

c. Photocopy of the Personnel Information page

d. Photocopy of the entry-exit seals of the pages in your Passport

d. Final Report (It will be sent to your e-mail addresses and should be filled in online)

2. International Relations Office provides students with an official document stating that these students are granted.

3. It is students’ responsibility to make visa applications, arrange their travel and find accommodation. Home and Host Universities might only give assistance during these procedures, but either of these universities do not make a commitment in finding accommodation and other issues.

4. All the courses students take and complete successfully at the host universities are transferred into the transcript of the students at their home universities. The codes, names and credits of the courses must be included in the transcript.

**Apply at:**

**Universidad Nacional del Centro de la Pcia. De Buenos Aires**

International Relations Office

Address: General Pinto 399, 2° Piso, Oficina 223.

**Web:**

**E-posta:** [relaciones.internacionales@rec.unicen.edu.ar](mailto:relaciones.internacionales@rec.unicen.edu.ar)

[mmperez@rec.unicen.edu.ar](mailto:mmperez@rec.unicen.edu.ar)

**Tel: +54 249 4422000 ext. 182**