**GAZI UNIVERSITY**

**KA107 (Credit Mobility)**

**INFORMATION PACKAGE for PARTNER COUNTRY**

1. **Selection of the Students**

The selection must be fair, transparent and well-documented, and shall be made available to all parties involved in the selection process.

We recommend to announce application (online and/or printed documents) at least 20 days prior to the applications start and the students should be able apply at least for 15 days. The announcement’s web link should be sent to erasmus@gazi.edu.tr via e-mail.

Please send us list of all student applications ( template enclosed) and nomination letter ( template enclosed should be signed and stamped).

The selection criteria for the students should be made public. The seleciton criteria for students from partner countries are as follows:

1. To be enrolled at one of the full time programmes (indicated in the Interinstitutional Agreement (IIA) with Gazi University) at home university and not to be in the position of graduation.
2. To be completed first semester excluding prep school at home university.
3. To be enrolled at one of the programmes in the study fields indicated in the IIA
4. To be enrolled at programmes in the study cycles indicated in the IIA
5. If benefitted from any of the EU programmes ( Life Long Learning, Erasmus Mundus, Erasmus+, EMJMD) total duration should not exceed 12 months along with the intended activity.
6. To have a document certifies at least B2 level of English or B1 level of Turkish.
7. GPA for first cycle students 2.20/4.00.

GPA for second and third cycle students 2.5/4.00.

1. GPA (50%) and Language Proficiency (%50) are added and the total scores are sorted in a descending order.
2. Students with special needs :+10 points. ( It should be documented)
3. Students who participated in LLP and/or Erasmus+ programmes before the intended mobility (-10 points).
4. **Before the Mobility**

2.1. After the nomination, the nominated students will be contacted by Gazi University Erasmus Office and they will be asked to follow the instructions at <http://erasmus.gazi.edu.tr/posts/view/title/for-incoming-students-103344?siteUri=erasmus> . Our course catalouge, information about our University and Ankara can be found at <http://gbp.gazi.edu.tr//?lang=1&baslik=1> .

 **The students will receive an acceptance letter and a letter for visa procedure after they complete the instructions.**

**2.2.** The Learning Agreement (signed and stamped by all parties) and Insurance Policy are **contractual documents** and they should be submitted to Gazi University Erasmus Office by the student via e-mail before the mobility. **The grant payment will not be done if they are not present.**

**2.3. The students must have health insurance which is valid in Turkey covering the mobility period.**

1. **Grant Payment**

 Upon their arrival, the students are supposed to open a bank account in the campus.

 If the contractual documents are present the **grant agreement** is signed between Gazi University and the student. After the agreement %80 of the total grant is paid to the student. The %20 of the total grant is paid after the mobility .

Erasmus grant for Incoming students is 800 euros per month. Also travel grant is paid to students according to travel distance at distance calculator on the link <https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en>

1. **Transcript of Records and Certificate of Attendance**

After the mobility Gazi University Erasmus Office will send Transcript of Records and Certificate of Attendance via e-mail.

1. **Recognition**

It is mandatory that mobility periods are recognised by both higher education institutions as stipulated in the inter-institutional agreement and in the Learning Agreement.

The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.

The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored.

The courses should be registered in the Transcript of Record as follows:

1. Original name of the course
2. Original credit of the course
3. It should be stated in the transcipt of records that the courses are taken at Gazi University.
4. All the successfully completed credits should be recognised and registered in the Transcipt of Records.