**MIDDLE EAST TECHNICAL UNIVERSITY (METU)**

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAM**

***Incoming Student Nomination and Application Procedures***

Dear Colleagues,

Warm regards from Middle East Technical University!

We are happy to announce our new call for **incoming student** mobility for the Fall semester of 2024-2025 Academic Year within the framework of our **Erasmus+ KA171 International Credit Mobility (ICM)** agreement (2022 & 2023 projects). Therefore, we kindly invite you to select students and send us your nominations for the 2024-2025 Fall semester.

We would like to host **1** of your students with Erasmus+ scholarships at our institution for this Fall semester. This is the number of students that will be allocated Erasmus+ scholarships; however, it is also possible to benefit from the Erasmus+ program without scholarships. If you would like to nominate zero-grant Erasmus+ students, please indicate their names on the attached "Selection Committee Report".

In addition to the main candidates, you are also welcome to make additional nominations as reserve (substitute) candidates. Reserve candidates will be considered ***if* any of the main candidates (from the same university, country or region) withdraw their applications.**

We kindly ask you to rank your main, reserve, zero-grant candidates based on academic merit. Student ranks must be shown on the attached "Selection Committee Report".

**1) NOMINATION & APPLICATION PERIODS:**

**Nomination Deadline: 30 June, 2024 (for Fall semester)**

**Application Deadline: 31 July, 2024 (for Fall semester)**

**3) IMPORTANT CRITERIA/REQUIREMENTS FOR NOMINATIONS**

- Minimum study years for **undergraduate** students: Undergraduate nominees must have completed a minimum of 1 year at your institution before visiting METU. Prior to application, nominees are expected to check the departments/courses at METU carefully to see if they are matching with their study plans.

- MSc/PhD Students: METU will accept **graduate** students for exchange only if:

a) They agree to take courses at our institution. Or,

b) They find a Research Supervisor at METU (by themselves) who is ready to accept to study with the student. In this case, the student should submit an acceptance letter (which can be downloaded from the ICO website) signed by the agreed supervisor, department exchange coordinator, and department chair during the application period. Without this document, the student will not be able to conduct research at METU. Please note that it is not possible for ICO to assign academic supervisors to research students. Please also bear in mind that graduate students can study a part of their thesis, but they cannot submit the final version of the thesis and graduate from METU; those students are expected to present their thesis after their departure and graduate from their home institutions.

We kindly invite our partners to carefully examine the academic background of the nominees, as the METU is one of the most competitive universities of the country. Those students who do not meet the minimum academic criteria are most likely fail their courses at METU, which may cause them to lose a semester. METU Departmental coordinators will also examine the transcripts of the nominees and their applications could be rejected if the nominees’ academic success is below the minimum academic criteria.

**4) ENGLISH PROFICIENCY**

The language of instruction at METU is English at all levels and at all programs. Therefore, students without required English proficiency are likely to fail at our institution and hamper our collaboration.

We kindly invite you to develop additional mechanisms and take necessary measures to ensure that your outgoing students have sufficient level of English (minimum B1 according to CEFR). As you will see in the nomination tool, 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 can be the score of an internationally recognized English proficiency test. Please indicate the test score on the “English Proficiency Document” which can be downloaded from the ICO website.

**5) SELECTION OF CANDIDATES**

Selection Committee Report: We ask our partners to send us an official document concerning the selection process and results, carried out by a pre-determined committee. For this purpose, please submit the “Selection Committee Report” by using the online nomination tool. This document must include the ranking of students as mentioned above. Please note that the committee must be composed of a minimum of 3 members and the document must be signed by those defined members.

Depending on the Hand Book of Turkish National Agency and the principles of European Commission, we kindly invite our partners to publish their announcements 20 days before the application period and allocate at least 15 days for the students’ applications. Additionally, we would like to draw your attention that the announcements should include vital and required information about the application deadlines, quotas, grant opportunities including the additional grants for disabled or disadvantaged beneficiaries and so on.

**6) APPLICATION PROCESS FOR STUDENTS**

After the official nomination, the link of online application tool will be sent to the applicants. The applicants will be asked to submit their applications with the documents below:

1. Transcript of Records (In English)
2. Copy of Passport / National ID Card (during the online application, applicants may upload national id cards, if they have not got their passports yet; however, in any case, students must travel to Turkey with a valid passport)
3. Tentative Course Form (which can be downloaded from the ICO website)
4. Incoming Thesis Student Confirmation (only for MSc, PhD students who will conduct research) (which can be downloaded from the ICO website)

**7) ERASMUS+ ICM SCHOLARSHIPS**

Individual support: € 800 (per month)

Travel support: € 275-1500 (once, fixed amount, determined according to the distance). Travel support is a fixed amount which is paid only one time, independent of the price of plane tickets; it is calculated according to the distance between Ankara and the city that the home institution is located. The distance is calculated by using the following tool of the EU Commission and the table below:

<https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en>

|  |  |  |
| --- | --- | --- |
| Obtained “km” Value | Grant Amount (€) | Green Travel Grant Amount (€) |
| 10-99 km | 23 |   |
| 100-499 km  | 180 | 210 |
| 500-1999 km  | 275 | 320 |
| 2000-2999 km  | 360 | 410 |
| 3000-3999 km  | 530 | 610 |
| 4000-7999 km  | 820 |   |
| +8000 km | 1.500 |   |

Please be kindly reminded that participants are responsible for arranging their travel and METU International Cooperations Office is not responsible for travel arrangements and purchasing plane ticket.

The number of students who could be funded by Erasmus+ grants is indicated above. Please note that the number of students are determined in accordance with the Erasmus+ budget allocated to our University and the number of our partners. Erasmus+ grants allocated to our institution change every year.

According to EU programme rules, participants will sign a grant contract upon his/her arrival at our university which regulates the financial aspect of the mobility.  Erasmus+ KA171 ICM grants are paid in 2 installments. Participants receive 70 % of the total financial support initially (on the first weeks of the program upon the submission of the required documents; please be noted that this process may take 2-3 weeks and we kindly expect students to be financially prepared in order to cover this period) and the remaining 30 % at the end of the semester.

**\*Green Travel**

In case the participants prefer sustainable means of transport in both directions (e.g. using railway, maritime transport, car-pooling with other Erasmus+ programme beneficiaries or using bus), the distance-based travel grant is considered as green travel. The grant amount is calculated according to the relevant part of the table. Whether the participants can be considered within the scope of green travel is determined by the submission of the relevant travel documents to the International Cooperation Office and the evaluation of the Turkish National Agency.

It is also possible to participate in Erasmus mobility programme without a grant. Those students who would like to participate in the programme without a grant need to submit an application and their applications need to be evaluated along with all the others. Those participants with zero grant also have to fulfill rights and obligations of the program.

For disabled participants, it is also possible to receive additional grants to meet their specific needs. In order for the disabled students to be given additional grants, the beneficiary higher education institution is required to request additional grants from the Turkish National Agency. The applications for additional grants should be made during the term of the contract, but in any case, up to 60 days before the contract end date. The Turkish National Agency will evaluate each application specifically and determine whether the additional grant can be granted, and if so, the appropriate grant amount.

We are sending attached the "Erasmus+ ICM Quick Reference Guide" for your reference. Should you have further questions, please do not hesitate to contact us.

**8) ACCOMMODATION**

There are several modern dormitories within the University Campus. Information about on campus accommodation will be sent to selected students after the application deadline. Please bear in mind that dormitories may not be offered for every single student because of the quota limitation. Dormitories are open to exchange students starting from a week before the orientation program.

**9) COURSES & RECOGNITION PROCESS**

Please note that students who are selected to Erasmus+ ICM program to visit METU are required to take at least **30 ECTS** courses/research. The students will be guided about the available courses in a more detailed way after the nominations. In the meantime, the students may see the website below:

<https://oibs2.metu.edu.tr/View_Program_Course_Details_64/>

<https://catalog.metu.edu.tr/>

As the medium of instruction is English at METU, students might be able to take courses from other departments and levels, as long as the professors confirm their attendance. Most of the METU courses/sections has capacities for Erasmus/Exchange students, but the quotas are filled very quickly which means that course selection is competitive. Moreover, some courses listed in the previous academic year may not be opened in the next year. For these reasons, we kindly expect our partners and inbound students to consider these limitations, be as flexible as possible in their course selections and have alternative course lists for such cases.

Additionally, we would like to remind you that program and partner HEIs are expected to recognize courses that students take at the host institution during their exchange periods. In order to ensure this process, we kindly expect students to submit a Learning Agreement document confirmed and signed by their home institutions, at the beginning of their mobility period. If the course plans change for some reason, students are expected to submit Learning Agreement During the Mobility in 4-7 weeks. By signing and confirming these documents, HEIs verify the recognition of those courses.

At the end of the semester, METU ICO 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 semester and recognition processes, students are kindly expected to send us Learning Agreement After the Mobility and the transcript of records provided by their home institutions with the list of recognized courses.

**10) ORIENTATION PROGRAM**

We will organize an Orientation Program for exchange students, **one week before the official beginning of the classes**. We will provide more detailed information about the program after the students are admitted to METU.

We are also sending the METU Fact Sheet for your consideration as an attachment. Should you have further questions, please do not hesitate to contact us.

Best regards,

**Contact Details**