

## **ERASMUS APPLICATION PERIOD: JANUARY 30- FEBRUARY, 16, 2023 @16:00**

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### **APPLICATION RULES/ELIGIBILITY**

1. **Application dates: JANUARY 30- FEBRUARY, 16, 2023 @16:00.**
2. Current “main call” applications are for **2023-2024 academic year, Fall or Spring term.**
3. Students must have made their declarations before they go to exchange. (Check [eligibility rules](#))
4. Undergraduate students must have min. 2.2 GPA; Postgraduate students must have min. 2.5 GPA.
5. No balance or responsibilities due to Sabancı University.
6. Students enrolled for Professional Graduate Programs cannot apply for exchange programs (Executive MBA, Business Analytics for Professionals, Masters in Finance, Masters in Business Analytics (Thesis), Information Technologies, Data Analytics, Energy Tech.&Man. non-thesis and Nanotechnology).
7. Students should not have any disciplinary suspension for their exchange term.
8. You must meet the entry requirements of the partner university during its application procedures which will take place after the placements.
9. Student **placements** will be made based on the rules below:

#### **9.1. Total Points (100) = cum GPA (50%) +English Language Score (50%) +\*Special Condition**

\*Special conditions:

- 9.1.1. Students who have benefited from exchange programs previously will receive minus 10 points for each mobility.
- 9.1.2. Students with disability (must be documented) (+10 points )
- 9.1.3. Child of martyr or veteran (must be documented) (+15 points )
- 9.1.4. Students who are covered by the 2828 numbered Social Services Law (official proving document is needed) (must be documented) (+10 points )
- 9.1.5. Applying for the Country of citizenship: (-10 points)
- 9.1.6. Students cancel the exchange after the confirmation without any valid reason will get -10 point for the next applications.

#### **9.2 How to Calculate English Language Scores:**

**For undergraduate students only:** English language score will be calculated by (ENG 101 x 0,4) + (ENG 102 x 0,6) and will be considered as the other %50 of your total point, which will be used for the placement. [As of 201701 \(Fall 2017\), English language score will be calculated by \(SPS 101x 0,4\) + \(AL 102 x 0,6\) according to the table English Proficiency Coefficients as of 201701.](#)

**For post graduate students only:** Your submitted TOEFL/IELTS/ELAE score will be considered as the other %50 of your total point, which will be used for the placement. For TOEFL/IELTS/ELAE Points [click here.](#)



**Important note for undergraduate students only:** Students, who does not have ENG101/SPS 101 cannot apply for exchange programs. Students, who do not have ENG 102 and SPS 102 and/or AL102 score at the time of the application, will be assessed as if they attained grade "C" in ENG 102. Please [click](#) to see detailed information and sample calculations.

## **ONLINE APPLICATION PORTALS:**

**NEW!** As of 2023-2024 academic year, applications should be completed in both of the following systems. Students are required to apply through both system for a **valid** application.

1. Application 1: SU exchange application system:  
<https://exchange.sabanciuniv.edu/>
2. Application 2: Through E-devlet portal:  
<http://erasmusbasvuru.ua.gov.tr/>

**\*\*\* We strongly remind you that in order to submit a valid application, students must complete the application by choosing the same number of universities in the same order on both portals.**

**\*\*\* Applications that have not completed in both systems will not be taken into consideration.**

**\*\*\* Erasmus score on exchange.sabanciuniv.edu will be considered for placement. There could be minor differences in the Erasmus score on E-devlet portal due to calculation method.**

## **APPLICATION DETAILS:**

- You can reach **free slot** list via our online system: <http://exchange.sabanciuniv.edu/agreements>. Firstly, check the relevant information on our [website](#). You will be able to make applications for our partners listed only on our [free slot list](#) shared through the application system. *This is a dynamic list updated regularly. We advise you to check it and edit your application if necessary.*
- Please make sure to check partners based on the **agreement fields, eligibility criteria, available courses, and the language of the courses** as well.
- You can list up to **5 universities** in your preferences.
- Check partner institutions' web pages related to courses, living expenses and other issues about exchange.

## **IMPORTANT!!!**

- It is the **student's responsibility** to make sure they satisfy/will satisfy all the application process of partners and the partner university may request written proof, and/or may require extra conditions. Please note that information on the website of partners might change. Please check back for up-dates and further information **on partner's own websites**. Please check the language of instruction (**especially in Germany, Spain, Portugal, Italy**) of the related agreement subject via partner's own website.
- Make your preferences if you are ready to take courses from the specified agreement field.
- **Check the requirements of the partner university if there is any completed semester limitation e.g. minimum Junior or Senior Level. We strongly recommend you to prefer the agreements suitable for your program.**



## HOW TO APPLY:

1. **Application 1:** The SU exchange [application system](#). ([Click](#) for the application guide)
2. **Application 2:** Students are required to apply through <http://erasmusbasvuru.ua.gov.tr/> ([Click](#) for the application guide)

Students will not be asked to bring or submit any hard copy document to our office.

You can edit and submit your application form as many times as you like until the given deadline. The latest version will be considered.

### **Required Documents/Forms to upload for application:**

#### **For SU exchange application system:**

- 1- Transcript (*you may upload your transcript taken from Banner web*)
- 2- Financial Commitment Form (*signed by you and your guardian, scanned copy or photo*)
- 3- Thesis Advisor Approval Form (*only for Graduate students*)

#### **For E-devlet application portal:**

Transcript (*you may upload your transcript taken from Banner web*)

**\*\*\* Transcript which you upload to both portals should be same and current one.**

PLACEMENTS are made by the Exchange Programs Committee. Placement rules are as follows:

- 1- Students are ranked according to the total score obtained and placed according to their preference order and the quota and conditions of the universities.
- 2- Agreements have priorities within their faculties (Please check faculty priority section in the online system)
- 3- For agreements having flexible undergraduate, graduate quotas; graduate students will be on priority. Students having the same total points are ranked by cum. GPAs.
- 4- **Double major programs:** The main program at SU will be considered during placements unless students inform IRO regarding placements request considering the second program.
- 5- Students with the same total score are ranked according to their GPA and order of preference.
- 6- Following rules will be made for students with the same score and the same preferences with same preference number.

6.1. If the Exchange application score and preferences are same, last term grade point average is considered.

6.2. If last term grade points are same, previous last term grade point average is considered.

6.3. If previous last term grade term point average is same, again previous last term grade point average is considered.

6.4. If there is still an equivalency, a lottery is drawn among students with equal scores, witnessed by the Exchange Committee. The lot will be done in front of the students depending to higher to lowest points.



## CREDIT&COURSE LIMIT

All undergraduate and graduate students are required to take minimum 20 ECTS during exchange semester.

- You may review [the courses taken by previous exchange students](#).
- Please also note that; the database shows only the courses that our students have received until this semester.
- The courses opened in the partner institution are much more than those found in our database and updated course offerings can be found from the host university's web page.
- Only for FENS students: Basic science credits will not be earned from Free Elective Courses.

## AFTER SELECTION

### 1. Confirmation of Participation:

- After the placements announced, you'll have few days to send us **confirmation** via online system.
- Those who do not send this confirmation until the specified time will lose their placement.
- Students wishing to object to the placement results should notify IRO by e-mail within 3 days.
- **Make sure to check all requirements (language of the courses, courses offered, accommodation, visa, etc.) before confirming your place**

2. **Application Procedures of Partner University:** Once students confirm their places, IRO nominates students to Partner University. Students have the responsibility to complete application procedures of the partners until their deadline. Students have the responsibility to complete application procedures of the partners until their deadline.

3. Your placement does not guarantee your acceptance to the partner universities. Final acceptance decisions will be taken by the partner universities upon evaluation of your applications.

4. We will send your nomination to the partner universities according to the partner university deadlines. We kindly ask you NOT to contact the partner university that you placed until you receive a confirmation from IRO. We will inform you for further procedures soon.

## ERASMUS GRANTS

- You might receive an Erasmus+ grant (for EU-countries) to cover some of your expenses. Being placed and nominated for Erasmus programs does not guarantee Erasmus grant. Grants are finalized after the Turkish National Agency announces the annual budget.
- In any case, the grants will be limited to 4.5 months; and even if you stay longer, the maximum amount of grants you can receive is limited to this period.
- The final grant calculations are based on the Certificate of Participation given by the partner university. Grants are given for the mobility that is physically participated in the date range specified in the participation certificate.
- Grant payments are made in two installments. If you complete all your documents, 70% of the grant is paid before the mobility. When you complete your remaining documents after you return, the remaining amount is paid according to the final calculation.



## Grant Amounts/Countries

Country Groups	Host Countries	Monthly Study Grant (€)
1st and 2nd Group Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Lichtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600
3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Macedonia, Lithuania, Latvia, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia	450

## Grant Deductions

- Within the framework of the new program rules announced by the Turkish National Agency, unlike the previous years; in case of academic failure, grant deduction will be mandatory. To avoid such a deduction you must have a passing grade for courses totaling 12 or more ECTS credits. Otherwise, you will receive a 5% grant deduction in the final total amount calculated according to the Certificate of Participation. This is also the minimum deduction the Turkish National Agency requires.
- Except for technical reasons, you should fill out an online participant survey after the mobility otherwise 20% will be deducted from the total final grant.
- If you return home before the end of the mobility period or before the min. required duration, grant deduction shall be made.
- If documents proving participation for the mobility (Certificate of Participation or transcript (ToR)) is not submitted, the mobility will be void and no grant is paid; paid grant is collected.

## NEW ! Additional Grant Opportunity for Students with Financial Needs

Additional Grant Support may be provided (an extra grant of 250 € per month) to disadvantaged participants in addition to the grant they are entitled to. In order for the grant to be given, official proving documents should be submitted to IRO during the application period. This grant is not guaranteed, it depends on availability of our Erasmus budget.

Definition of disadvantaged participant;

- Students who are covered by the 2828 numbered Social Services Law (Aile ve Sosyal Hizmetler Bakanlığı tarafından haklarında 2828 sayılı Kanun uyarınca koruma, bakım veya barınma kararı olanlar)
- Within the scope of Child Protection Law No. 5395 (5395 sayılı Çocuk Koruma Kanunu Kapsamında haklarında korunma, bakım veya barınma kararı alınmış öğrencilere)
- Students who receive orphan's pension (if the other parent does not have any income)
- Children of martyr and veterans
- Student or the student's parents receive financial aid (muhtaçlık aylığı)

## NEW ! Green Travel Grant

Students may receive Green Travel Grant, in case they prefer green travel, up to 4 days for individual travel days with an additional one-time grant of EUR 50. This grant encourages students to travel to their exchange destination by bus or train as an alternative to flying. The grant for the Green Travel will be paid out together with your final Erasmus scholarship payment at the end of your exchange trip. You should submit the related documents (bus ticket, train ticket etc, receipts.) including travel route and date.

**IMPORTANT NOTE:** 2023 Contribution Agreement between Türkiye and the European Commission has not been signed yet. As a result of your application within the scope of Erasmus+ student mobility, with or without a grant for mobility; being selected does not mean that you will be eligible for the grant. Once the agreement signed with the Commission and the grant allocation processes are completed, grant distribution and announcement will be finalized and will be subject to any delays or disruptions in the agreement processes. Sabancı University or Turkish National Agency cannot be held responsible for material or moral losses that may arise.

*The information in this document is regularly updated according to information coming from partner institutions, current developments in education and changing rules and regulations.*