APPLICATION RULES

1. Application dates: JANUARY 24, 2022 - FEBRUARY 08, 2022 @ 16:00.
2. Current “main call” applications are for 2022-2023 academic year, Fall or Spring term.
3. Students must have made their declarations before they go to exchange.
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 101 x 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.

APPLICATION DETAILS:

You may apply for Erasmus exchange countries by selecting the program type as “Erasmus” through our online system.

- Firstly, check our partners and 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.
- 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.

**How To Apply:**

- Application for exchange programs will only be done online.
- 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 for Application:**

1. **Online Form**
2. Transcript (you may upload your transcript taken from Bannerweb)
3. **Financial Commitment Form** (signed by you and your guardian, scanned copy or photo)
4. (Only for Graduate Level Students) Thesis Advisor Approval Form

**YOUR PREFERENCES**

2.1 You can reach **free slot** list via our online system: [http://exchange.sabanciuniv.edu/agreements](http://exchange.sabanciuniv.edu/agreements).

2.2 This is a dynamic list updated regularly. We advise you to check it and edit your application if necessary.

2.3 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 of the related agreement subject via partner’s own website.

2.4. Make your preferences if you are ready to take courses from the specified agreement field.

2.5. **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.

**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 majors programs:** The main program at SU will be taken into account 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 LIMIT**

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

**PREVIOUSLY TAKEN COURSES**

- 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.

**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.
   - [Important Note: Make sure to check all requirements (language of the courses, courses offered, accommodation, visa, etc) before confirming your place](#).

2. **The 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

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

### 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
- 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.

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