# **Frequently Asked Questions about Erasmus+ KA171 Program Mobilities**

# **STUDENT MOBILITY**

## **How does DEU IARO determine the number of students receiving scholarships?**

Each year, DEU IARO submits a project application package to the Turkish National Agency for funding. Once the evaluation process is complete, the results are announced, and DEU is allocated a specific budget. The partner universities from the project regions are then shortlisted based on several criteria, such as ongoing partnerships, mobility balance (incoming/outgoing), and priority for institutions participating for the first time. Based on this, DEU IARO finalizes the details of student selection, determining the exact number of scholarship recipients. Partner universities are informed via email regarding the number of students they can send to DEU under the Erasmus+ KA171 program, after which they can initiate their student selection process.

## **Is the grant allocation among partner universities consistent every academic year?**

No, it varies. Depending on the project budget, the partner universities eligible to send students may change each semester or academic year. For example, a partner university may be able to send two students in one year, but this number may change in subsequent years due to factors such as an increase in partners or a reduction in the overall project budget. Therefore, partner universities are advised not to assume that the same quotas will be available each year and should always confirm with DEU IARO before informing their students.

## **Can partner universities send more students than the allocated quotas?**

No, partner universities cannot exceed the number of students with scholarships. However, they may send additional students as ZERO-GRANT/SELF-FUNDED Erasmus+ participants. These students will still need to complete all the required documentation, regardless of their grant status.

## **Can partner universities select and nominate students without DEU IARO's confirmation?**

No, partner universities should not organize a selection process or nominate students until they receive confirmation from DEU IARO regarding available funding and quotas. If no email is received from DEU IARO, this likely means that there is no available grant for that country or institution. For partners with a strict selection schedule, it is recommended to contact DEU IARO before initiating any selection process.

## **What are the application criteria for students?**

**Academic Criteria:**

* **Undergraduate Students:** Nominees must have completed at least one year at their home institution before applying to DEU.
* **MSc/PhD Students:** DEU accepts graduate students only if:
	+ They agree to take courses at DEU, or
	+ They find a research supervisor at DEU (on their own) who is willing to work with them. In this case, the student must submit an acceptance letter signed by the supervisor, the department exchange coordinator, and the department chair during the application period. Without this letter, research activities at DEU are not possible. Note that DEU cannot assign academic supervisors to research students. Also, students can work on part of their thesis at DEU, but they cannot submit their final thesis or graduate from DEU. These students are expected to present their thesis and graduate from their home institutions.

**Language Criteria:**

The language of instruction at DEU is Turkish or English across all levels and programs. Students without adequate Turkish or English proficiency are likely to struggle academically, which could hinder the collaboration between DEU and the partner institution. Therefore, we urge partners to ensure their outgoing students possess at least a B1 level of Turkish or English proficiency. The application process requires a document showing the students’ English proficiency, which can either be based on an internal university exam or an internationally recognized test. This document should be submitted with the application.

## **How can the partner institution nominate their students?**

Partners must send the following documents via email to erasmus.icm@deu.edu.tr

* Selection Committee Report (downloadable from the IARO website)
* English Proficiency Document (downloadable from the IARO website)

Please note that these documents are mandatory, and nominations will not be considered without them.

## **Is it necessary to send documents and website links for the application and selection process in addition to the online nomination?**

Yes, partner institutions must send the following:

* Appointment Letter and Selection Committee Report for Students and Staff and Home University Confirmation to erasmus.icm@deu.edu.tr once every selection period is finalized at home university.
* A link to the announcement on your website for student mobility under the Erasmus+ program.

Please ensure all documents have original signatures.

## **Do students need to submit a Learning Agreement Before Mobility?**

Yes, all incoming students must submit a Learning Agreement Before Mobility, which outlines the courses they will take at DEU and their equivalents at the home university. This agreement must be signed by the home institution and the DEU departmental coordinators. Students will receive guidance on their coordinators after their acceptance is confirmed. While this document is a preliminary course plan, the final course list may change during the registration period at DEU. We recommend students choose courses that align with their home university’s curriculum for smoother recognition.

If the course plan changes, students must submit a Learning Agreement During Mobility within 4-7 weeks. Both the home and host institutions must sign these agreements to ensure course recognition.

## **How many courses must students take during their Erasmus+ ICM study at DEU?**

Students must enroll in courses or conduct research worth at least 30 ECTS credits during their stay at DEU. Students will be provided with more detailed information about the available courses after nomination. In the meantime, they can review the course catalog at this website: [Dokuz Eylül Üniversitesi Bilgi Paketi / Dokuz Eylul University Information Package (deu.edu.tr)](https://debis.deu.edu.tr/ders-katalog/)

## **Is it mandatory for partner institutions to recognize the courses taken at DEU?**

Yes, the courses taken by students during their exchange at DEU must be recognized by the partner institutions. At the end of the semester, DEU IARO will provide an official transcript and a certificate of attendance to the inbound Erasmus/Exchange students. These documents must be submitted to the students’ home institutions for the course recognition process. Additionally, once the semester and recognition process is complete, students are required to send the Learning Agreement After Mobility, along with their home institution’s transcript of records showing the list of recognized courses.

## **How is the Erasmus+ grant for students calculated?**

The Erasmus+ grant for incoming students is determined by the European Commission and the Turkish National Agency. Students receive a monthly stipend of 800 euros. The total grant amount is calculated based on the official semester dates, which last approximately 4 months at DEU (resulting in an approximate grant of 800 \* 4 months). In addition to the monthly stipend, students receive a fixed travel allowance based on the distance between İzmir and the city where their home institution is located. The Erasmus+ Distance Calculator can be used to determine the travel allowance: [Distance Calculator - Erasmus+ (europa.eu)](https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator)

Please note that the travel allowance is fixed and will not be adjusted based on the actual price of flight tickets. Students will receive 70% of the total grant at the start of the semester, with the remaining 30% provided at the end of the semester. However, it may take 2-3 weeks for the initial payment to be processed, so students should be prepared to cover their initial expenses, such as dormitory fees and personal costs, during this period. Students do not pay tuition fees at DEU, but they are responsible for their own living expenses.

## **Are students required to open a bank account in Turkey?**

Yes, all incoming Erasmus+ KA171/ICM students must open a Euro bank account in Türkiye. Erasmus+ scholarships are disbursed through these accounts. During orientation week, students will receive guidance on how to open their accounts. It is not possible to transfer the Erasmus+ grant to a student's bank account in their home country.

## **Does DEU provide on-campus accommodation for incoming students?**

Yes, there are several student dormitories located on the DEU campus. While most students are able to secure a spot in one of these dormitories, availability is limited, and placement is not guaranteed. Dormitory applications are processed after acceptance, and placement is based on a first-come, first-served basis. Therefore, the earlier students complete their application, the more likely they are to secure accommodation on campus.

## **Is health insurance required for incoming students?**

Yes, all incoming students are required to have health insurance valid in Turkey that covers the entire duration of their mobility period. This insurance is necessary for both the residence permit application and the scholarship payment process. Students have two options for obtaining health insurance:

* **Option 1:** Students may purchase health insurance in their home country, provided it is valid in Turkey and covers specific medical interventions. The English version of the health insurance policy must be submitted to DEU IARO.
* **Option 2:** Students may purchase health insurance in Turkey upon arrival and submit to DEU IARO.

Please note that the cost of the health insurance is the student’s responsibility.

## **Do students need to apply for a residence permit?**

Yes, regardless of their visa status, all students must apply for a residence permit within one month of entering Turkey. Orientation sessions will provide detailed guidance on this process, and DEU IARO will assist students throughout the residence permit application process. Students must also ensure their passport is valid for at least 60 days beyond the end of their stay in Turkey, so they should be cautious about their passport expiry dates.

# **STAFF MOBILITY**

## **How is the number of staff with scholarships determined by DEU IARO?**

Each year, DEU IARO submits a project application package to the Turkish National Agency to request funding. After the evaluation process is complete and the results are announced, DEU IARO receives a set budget. The partner universities from the project regions are shortlisted based on several criteria, such as the profile of ongoing partnerships, the balance between incoming and outgoing mobility, and whether the institution is participating for the first time. Based on this, DEU IARO works out the details of the staff selection and determines the exact number of staff members who will receive scholarships. Partner universities are informed through direct emails about the number of staff members they can send to DEU under the Erasmus+ KA171 program and are expected to start their staff selection process only after this official notification.

## **Is the grant allocation among partner universities the same every academic year?**

No, the allocation can vary. Depending on DEU IARO’s project budget, the number of staff members eligible for mobility from each partner university may change each semester or academic year. Therefore, partner universities are encouraged to consult with DEU IARO before informing their staff about mobility opportunities. For example, one year a partner university may be able to send two staff members, but this number could change in the following years due to factors such as additional partners from the same region or a reduced project budget for that region. Thus, partner universities should not assume that the same quota for staff mobilities will be allocated each year.

## **Can partner universities send more staff members than the allocated quotas?**

No, partner universities cannot exceed the number of staff members eligible for a scholarship. However, they can send additional staff members without scholarships (ZERO-GRANT/SELF-FUNDED participants). These participants must still complete all necessary documentation, regardless of their grant status.

## **Can partner universities select and nominate staff members without DEU IARO’s confirmation?**

No, partner universities must not begin the selection process until they receive confirmation from DEU IARO regarding available funding and quotas. Nominations made without prior information and confirmation from DEU IARO will not be accepted. If no email is received from DEU IARO, it likely means that no grant is available for that particular country or institution. For partners with a strict staff selection calendar, it is advisable to contact DEU IARO before opening any call for staff mobilities.

## **What is the acceptance procedure for staff mobility for teaching?**

Before the application period, DEU IARO informs partner institutions about the available quotas (if funding is available for specific regions and countries) and requests them to organize the selection process for their teaching staff. DEU IARO collects the application documents of the nominees during the official application period and forwards them to the relevant departments for review. The academic departments at DEU evaluate the nominees based on their field of expertise, years of service, and the proposed teaching plan. The final decision on accepting the teaching staff is made by the host department. If a main nominee is rejected, the partner institution can nominate another staff member from the reserve list.

## **When can the accepted teaching staff organize their Erasmus+ visit?**

Once the nominee’s acceptance is confirmed by DEU’s departments, the teaching staff can arrange their visit with the host department according to both parties’ availability. Please note that Erasmus+ KA171 ICM projects must be completed by July 31, so the mobility period must be scheduled before this deadline. Additionally, teaching mobility is typically a one-week activity, unlike faculty exchanges, which last for an entire semester.

## **What is the acceptance procedure for staff mobility for training?**

For Erasmus+ staff mobility for training, DEU IARO organizes an International Staff Week annually. Announcements regarding DEU’s International Staff Week are posted on the [**IMOTION**](http://staffmobility.eu/) website.

Before the application period, DEU IARO informs partner institutions about the available quotas (if funding is available for specific regions and countries) and requests them to organize the selection process for their staff members. DEU IARO collects and evaluates the application documents of the nominees accordingly.

**What is the Grant Payment Procedure for Staff Mobility?**

The applicants are advised to get their Potential Tax Number for foreigners by applying through the Application system at <https://dijital.gib.gov.tr/foreigners/kimlikNoBasvuru> before coming to Türkiye. The participants need to have their original passport and their Potential Tax Number with them to be able to withdraw the grant from the bank. The remaining amount will be paid upon completion of the mobility and participant survey.