
2020-2021 ACADEMIC YEAR

ERASMUS+ STUDY AND TRAINEESHIP

MOBILITY APPLICATION GUIDE

ISTANBUL GELISIM UNIVERSITY

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ISTANBUL GELISIM UNIVERSITY

**2020/2021 ACADEMIC YEAR FALL/FALL+SPRING/SPRING ERASMUS+
STUDY OR TRAINEESHIP MOBILITY APPLICATIONS**

APPLICATION DATES

The applications of our students who would like to benefit from Erasmus+ Study and Traineeship Mobility Program in the 2020-2021 Academic Year will be received **ONLINE** between **12 February - 9 March 2020**. You can find the Erasmus+ Study and Traineeship Mobility Application Form under the **Documents / Forms** menu **in your OBIS**.

ERASMUS+ ENGLISH LANGUAGE EXAM

Erasmus+ English Language Exam will be held on **Tuesday, 17.03.2020** by the School of Foreign Languages at Istanbul Gelisim University F Block English and Russian Preparatory School. You can find the sample exam questions from the following link: <https://ydyo.gelisim.edu.tr/en/content/erasmus-13704>

Participation in the exam is mandatory for Erasmus+ Study and Traineeship Mobility. Requirements are minimum **60 points** for Erasmus+ Study Mobility and minimum **50 points** for Erasmus+ Traineeship Mobility Program for the English Foreign Language Exam.

ATTENTION!

Language exams such as YDS, TOEFL, IELTS are not accepted. It is compulsory for every student to take the language exam held by our University.

Details about the exam will be announced later.

The students who get the enough score from the English language exam and settled in quotes will be **Candidate Students** and after the National Agency's declaration about the grant for our university the amount of the grant will be finalized.

Necessary Points:

* **Erasmus+ Study Mobility** can be carried out for a minimum of 3 months and a maximum of 12 months, **Erasmus+ Traineeship Mobility** can be carried out for a minimum of 2 months and a maximum of 12 months.

*Students who are entitled to receive a grant within the framework of **Erasmus+ Study Mobility** can receive grants for only one semester (maximum 6 months). Students may benefit from mobility without any grant in the second semester if they wish, with the approval of home and host institution.

*Students who benefit from **Erasmus+ Study Mobility**; It is expected from the students to follow the program, which corresponds 60 ECTS for one full academic year, 30 ECTS credits for one semester in the two-semester academic year and 20 ECTS credits for one semester in the three-semester academic year. Students who are in the Master's and Doctoral thesis periods should document this credit load in the form of a thesis study.

*Students who are entitled to receive a grant within the framework of **Erasmus+ Traineeship Mobility** can receive grants for up to 3 months. If they wish, they can continue their traineeship activities after 3 months without grant.

* **Erasmus+ Study and Traineeship Mobility** can be held up to a total of 12 months at each level of education (first degree: associate degree, bachelor degree; second degree: Master degree; third-degree: doctorate, specialization in medicine).

Who Can Apply?

Students who are at the 1st and 2nd grades of Formal Education (1st and 2nd Education) Associate, Undergraduate and Postgraduate students at Istanbul Gelisim University can apply for study and or traineeship mobility.

Students enrolled in the Double Major / Minor Program can only apply from a one Major.

Those who have previously carried out **Erasmus+ Mobility Program** at the same and/or previous level of education can apply. However, it should not be forgotten that Erasmus+ Study and Traineeship Mobility can be done up to 12 months in total at each education level.

Students who are still abroad for Erasmus+ Mobility Program also can apply; but in the period of the foreign language exam, students are required to take part in the exam in Turkey. Students who are staying abroad on the exam date will not be regarded as a force majeure for the 2019-2020 Academic year.

Final year students can apply for **Erasmus+ Traineeship Mobility**. Final year students should take part in the Erasmus+ Mobility Program within 12 months of graduation.

Applications for **Erasmus+ Study Mobility** are received once a year for the next academic year. Our students who will apply to Erasmus Study Mobility Program should select the countries and universities from the bilateral agreement universities list during the application process. Our students are required to review the Erasmus Bilateral Agreement List, which includes the universities that our departments have contracts with. The student should pay attention to choose the universities that we have an agreement with his or her department.

Before applying to **Erasmus+ Traineeship Mobility**, students must determine the internship institutions and get a letter of acceptance. During the application, you will see two preferences for internship mobility. If you choose the 2019 traineeship mobility option, you will be able to take part in the mobility between June 1, 2020, and May 31, 2021. If you choose the traineeship mobility option for the 2020 period, you will be able to perform the mobility between June 1, 2021, and May 31, 2022. Final year students are required to choose **the 2019 internship mobility option**.

Who Can't Apply?

English Preparatory, Scientific Preparation, Open and Distance Education students **cannot apply** to **Erasmus+ Study and Traineeship Mobility**.

Final year students cannot apply to **Erasmus+ Study Mobility Program**.

Students who freeze their registration **cannot apply**.

Students who continue their education at our University **with any exchange program** cannot apply.

Attention: Students who do not renew their registration cannot apply.

Erasmus+ Study and/ or Traineeship Mobility Application Requirements

- 1- An active student enrolled in a higher education program at any of the formal education levels (Associate, Undergraduate, Graduate) within the higher education institution can apply:
- 2-
 - a) Students must have at least 2.20 / 4.00 of GPA for Bachelor/ Associate Degree
 - b) GPA must be at least 2.50 / 4.00 for the Master
 - c) Doctorate students must have at least 3.00 / 4.00 GPA

*Students who haven't met these criteria **cannot apply.***

It doesn't prevent to take part in Erasmus+ Study and Traineeship Mobility Program, if the students have the failed courses.

- 3- Students who will apply to Erasmus+ Traineeship Mobility should receive a letter of acceptance from the place of traineeship that they will participate in.
- 4- The total duration of Study and Traineeship Mobility that will be benefited from the higher education mobility activities during the Erasmus+ and Lifelong Learning (LLP) period within the current education level cannot exceed 12 months.
- 5- Graduate and Ph.D. students, who will apply for the first semester and have not yet had a transcript in our university, can apply with a graduation grade obtained at the previous higher education institution. Similarly, for students who have transferred from another higher education institution and haven't got yet achieved a grade point average, the grade averages in the transcript they receive from the higher education institution they take are taken into consideration.

ATTENTION!

Before the **APPLICATION PROCESS**, students have to make sure that their General Weighted Grade Point Average (GPA) is up-to-date and correct in the OBIS system. As the GPA on the OBIS system takes into consideration, the students have to enter OBIS and if they have the missing course or course grade, have to be corrected by the Student Affairs Office. Arrangements to be made after the application process will not be taken into consideration.

Erasmus+ Traineeship Mobility Program Application Particular Points

Important Note: “Traineeship” is the process of professional training and/or work experience within a business place or organization in another country participating in the program. Traineeship activity cannot be used to conduct studies such as research assignments and analysis studies related to academic studies carried out within a specific curriculum. **Traineeship activity is the student's practical work experience in the field of his/her vocational education.** Organizations that will host the traineeship can be; businesses center, education centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance organizations, professional advisory and guidance organizations, higher education institutions, and other organizations listed in the Erasmus+ Program Guide. In this context, regardless of their size, legal status and the economic sector in which they operate, it is an enterprise engaged in all kinds of economic activities, including any private or public institution and social economy.

- Students who apply to Erasmus+ Traineeship Mobility should indicate the country, fields of activity and possible traineeship locations of the traineeship activity on their application at OBIS and they have to upload a Letter of Acceptance.
 - o Students who do not add the Letter of Acceptance to OBIS during their application to the Traineeship Mobility are deemed invalid.
 - o **The traineeship locations selected must be related to the education fields of the students.**
- **The place of the traineeship should be found by the student.**
- Final Year students can apply for Erasmus+ Traineeship Mobility. Final year students must perform the mobility within 12 months after the graduation.
- [Click here](#) for a list of institutions where traineeship mobility has already been carried out, in order to help you find a traineeship place.

ATTENTION!

During the application, you will see two preferences for traineeship mobility.

2019 Term Traineeship Mobility Application

2020 Term Traineeship Mobility Application

If you choose the **2019** traineeship mobility option, you will be able to perform your mobility between **June 1, 2020, and May 31, 2021.**

If you choose the traineeship mobility option for the **2020** period, you will be able to perform the mobility between **June 1, 2021, and May 31, 2022.**

Final year students are required to choose the 2019 traineeship mobility option.

Evaluation Criteria

It will be taken into consideration 50% of the Erasmus+ English Language Score and 50% of the General Weighted Grade Point Average (GPA). The sum of these points constitutes the final score (Erasmus+ Score).

According to the evaluation criteria stated below, the student's final score (Erasmus+ Score) must be **a minimum of 60 for Erasmus+ Study Mobility** and **a minimum of 50 for Erasmus+ Traineeship Mobility.**

Reminder: The threshold for passing the Erasmus+ English Language exam is 60 points minimum for Erasmus+ Study Mobility and minimum 50 points for Erasmus+ Traineeship Mobility.

Selection criteria and weighted points to be used in evaluating applications

Standard	Weighted Score
Academic achievements level (GPA)	%50 (over 100 hundred score)
Language Level	%50 (Over 100 hundred score)
Martyr and Veteran Children	+15 score *
Disabled students (provided that the disability is documented)	+10 score **
the students who have been decided to protect, care or shelter under the Social Services Law No. 2828	+10 score ***
Benefit before (with or without grant)	-10 score
Participating in mobility in the country of citizenship	-10 score
The student who has given up to participate in Erasmus Mobility the previous year without a valid reason although he/she was qualified.	-10 score
Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)	-10 score
For students selected for mobility: to attend meetings/training related to mobility organized by the higher education institution without excuse (applied if the student re-applies to Erasmus)	-5 score
Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)	-5 score

*According to Article 21 of the Anti-Terrorism Law dated 12/4/1991 and numbered 3713, as well as the combat veterans and their spouses and children, as the wives and children of the war martyrs, they were obliged to perform these duties even if they were performing their duties at home and abroad. The coup attempt and terrorist action carried out on 15 July 2016 and the continuation of this action in accordance with Article 7 of the Decree Law No. 667 of 23 July 2016 and the spouse and children of those who were injured, became disabled, died or killed in connection with terrorist acts due to terrorist acts. spouses and children of disabled persons or civilians with disabilities due to actions and their spouses and children are prioritized if they apply for Erasmus + student mobility.

** Assessment in the mobility of the application, the application is made by the decision of the Unit Commission and in the mobility of the internship, by the decision of the Erasmus Institutional Coordination Commission.

***In order to prioritize, the student must submit a letter from the Ministry of Family and Social Policies regarding the protection, care or shelter in accordance with Law No. 2828 during the application period.

The placements have been made will be final in terms of Erasmus+ Study and Traineeship Mobility; however, it is a pre-selection in terms of grant distribution. Students who wish can also benefit from the Erasmus+ Mobility Program without any grant within the scope of the agreement quotas.

Students who were not eligible to be sent the previous year due to lack of grants and / or quota or other reasons cannot be sent directly to the next year by transferring them as a "vested right". They are evaluated and selected by providing all the necessary conditions for individual selection for each contract period.

QUOTAS

Students are ranked according to the total score and placed according to the quota status of the universities in the order of preference. The estimated number of granted quotas for Erasmus+ Study Mobility is 80, and the quotas will be distributed by the Erasmus Commission on the basis of Faculty / School / Institute. According to the success order, our Erasmus+ Traineeship Mobility quota for university-wide is 10 people for 2019 applications and an estimated 25 people for 2020 applications. Turkish National Agency will be allocated to us the grant in August in line with the 2020-2021 Academic Year Erasmus+ Study and Traineeship Mobility will become final quota numbers. (2019 internship mobility grants have become definite for the 10-person quota.) Students staying in back-up list can participate in the mobility without a grant within the quotas of the universities we have contracted with.

PARTNER UNIVERSITIES LIST

You can reach our bilateral agreement universities list from the related link:
<https://dio.gelisim.edu.tr/erasmus-anlasmali-universiteler>

Grant Amounts According to the Visited Countries

Grants are given to students to help them with their additional expenses resulting from being abroad during their study period abroad. Grants are only for contribution, not intended to cover all of the student's mobility costs. For Erasmus+ Study and Traineeship Mobility, students are not supported for round-trips journey.

The countries where student mobility activities can be carried out were divided into 3 groups according to their living standards, monthly study and traineeship grants were determined for the country groups. The country groups and monthly grants are given in the table below for the students who will go to these countries:

Distribution of monthly grant amounts according to the group of countries

The group of countries	Host Countries in Mobility	Grant Amounts per Month (Euro)	Grant Amounts per Month (Euro)
1st and 2nd Group of Program Countries	UK, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	500	600
3rd Group of Program Countries	Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	300	400

Additional Grant for Students who have Limited Economic Opportunities

Students who have economic problems that are chosen for the Erasmus+ Study Mobility Program are paid 100 euro additionally from the Study Mobility budget. Students who have indigence salary for their parents or for themselves under the 29.05.1989 dated Encouragement of Collaboration and Solidarity Article 2 Law No. 3294, can benefit from additional grant opportunities for those with limited economic opportunities.

In order to benefit from the additional grant, before signing the Grant agreement the student has to submit a document to the Erasmus Office that is shown from the Provincial Directorate of Family, Labor and Social Services.

Erasmus + Program Special Needs Support

Additional grant can be given to students with disabilities within the framework of Erasmus + project in order to be able to take an active part in the education areas. If you need detailed information please contact Erasmus Office.

Important Points must be taken into consideration in Erasmus+ Study and Traineeship Mobility Application Process

Erasmus+ Study and Traineeship Mobility applications for the 2020-2021 Term will be made online through OBIS system between 12 February 2020 and 09 March 2020. Applications will not be received after the mentioned dates.

Students who apply for Erasmus+ Study Mobility have to choose their university that they want to go during their application. The student can only choose the universities that have an agreement with the department from the list of bilateral agreement universities.

In academic issues, students should contact the Erasmus+ Department Coordinators regarding all questions.

There is an obligation to upload an acceptance letter for Erasmus+ Traineeship Mobility during the application. Students who do not have a Letter of Acceptance will not be accepted and attended the exam.

Students can send an e-mail to erasmus@gelisim.edu.tr regarding the technical problems you have with the applications.

Students who submit their applications by making mistake or incomplete applications do not have the right to change their applications again. Therefore, students have to be attentive when they are applying.

2020-2021 Academic Year Erasmus+ Study and Traineeship Mobility Calendar

3 February-11 February 2020	Announcement from the website
12 February-09 March 2020	Receiving preliminary applications for Erasmus+ Study Mobility and Erasmus+ Traineeship Mobility via the OBIS system
17 March 2020	FOREIGN LANGUAGE EXAM that is organized by the School of Foreign Languages for the Erasmus selection (English)
20 March 2020	Announcement of the language exam results by the School of Foreign Languages and Erasmus Office
20-27 March 2020	Objection to foreign language exam results (Appeals by petition will be made to the School of Foreign Languages).
03 April 2020	Announcement of Placement Results (Announcement of the Main and Back-Up Lists for Students Eligible for Erasmus+ Mobility)
10 April 2020	Deadline for waiving
May 2020 (Orientation)	It is mandatory to attend the Orientation meeting for 2020-2021 Erasmus students. (The date, place and time of the meeting will be announced later on the website.)

Erasmus+ Departmental Coordinator List

Faculty of Engineering and Architecture

Department	Department Coordinator	e-mail
Faculty Erasmus Coordinator	Prof. Dr. Baki KOYUNCU	bkoyuncu@gelisim.edu.tr
Faculty Vise-Erasmus Coordinator	Assist. Prof. Serap Yeşilkır BAYDAR	syesilkir@gelisim.edu.tr
Computer Engineering	Assist. Prof. Hakan Koyuncu	hkoyuncu@gelisim.edu.tr
Electrical Electronics Engineering	Prof. Dr. Baki KOYUNCU	bkoyuncu@gelisim.edu.tr
Industrial Engineering	Assist. Prof. İlkey SARAÇOĞLU	isaracoglu@gelisim.edu.tr
Civil Engineering	Assist. Prof. Ali Etemadi	aetemadi@gelisim.edu.tr
Mechatronics Engineering	Assist. Prof. Kenan ŞENTÜRK	kesenturk@gelisim.edu.tr
Architecture	Assist. Prof. Gül YÜCEL	gyucel@gelisim.edu.tr
Aircraft Engineering	Prof. Dr. Osman Ergüven Vatandaş	aevatandas@gelisim.edu.tr

The Faculty of Economics, Administration and Social Sciences

Faculty Erasmus Coordinator	Assist. Prof. Zeynep Şentürk Dızman	zsenturk@gelisim.edu.tr
Economy and Finance (Turkish-English)	Research Assist. Necip BULUT	nbulut@gelisim.edu.tr
English Language and Literature	Research Assist. Ercan Tugay AKI	etaki@gelisim.edu.tr
Aviation Management (Turkish-English)	Research. Assist. Feleknaz Burcu ÇOLAKOĞLU	fbcolakoglu@gelisim.edu.tr
Civil Air Transportation Management (Turkish-English)	Research Assist. Merve BOYACI	myboyaci@gelisim.edu.tr
Public Relations and Publicity Business Administration (English-Turkish)	Research Assist. Cansu TÜRKER	cturker@gelisim.edu.tr
Psychology (Turkish-English)	Assist. Prof. Aman Sado Elemo	aselemo@gelisim.edu.tr
Radio, TV and Cinema	Research Assist. Bilge GÖKÇE	bgokce@gelisim.edu.tr
Political Science and Public Administration	Research Assist. Bahri Mert DEMİR	bmdemir@gelisim.edu.tr
Political Science and International Relations (Turkish-English)	Research Assist. Güçlü KÖSE	gkose@gelisim.edu.tr
Sociology	Research Assist. Aysun Kaya	akaya@gelisim.edu.tr
Tourism Guidance	Research Assist. Elif ŞAHİN	esahin@gelisim.edu.tr
Turkish Language and Literature	Research Assist. Ercan Tugay AKI	taydin@gelisim.edu.tr

International Business and Trade	Research Assist. Şerife Esra ORHAN	seorhan@gelisim.edu.tr
International Logistics and Transportation (Turkish)	Research Assist. GÖZDE ÇAĞLAR	gcaglar@gelisim.edu.tr
International Logistics and Transportation (English)	Research Assist. Özden ÖZKANLISOY	oozkanlisoy@gelisim.edu.tr
International Trade (Turkish-English)	Research Assist. Cengizhan GÜLER	ceguler@gelisim.edu.tr
New Media	Research Assist. Emre YÜKSEL	eyuksel@gelisim.edu.tr
Management Information Systems	Research Assist. Merve VURAL	mvural@gelisim.edu.tr

School of Applied Sciences

Faculty Erasmus Coordinator	Associate Prof. Ebru NERGİZ	energiz@gelisim.edu.tr
Banking and Insurance	Research Assist. Burçin YAZAR	byazar@gelisim.edu.tr
Gastronomy	Research Assist. Oğuzhan KÖKLÜ	okoklu@gelisim.edu.tr
Gastronomy (English)	Research Assist. Gizem HÜLAĞA	ghulaga@gelisim.edu.tr
Public Relations and Publicity	Research Assist. Nevra ÇELİKKOL	ncelikkol@gelisim.edu.tr
Aviation Management in English and Turkish	Research Assist. Nuran AKDAĞ	nakdag@gelisim.edu.tr
Business Information Management	Research Assist. Ahmet Esad YURTSEVER	aeyurtsever@gelisim.edu.tr
Logistics	Research Assist. Onur TÜRKER	oturker@gelisim.edu.tr
Media and Communication Systems	Research Assist. Türkan Öykü BÜYÜKÇELOK	tobuyukcelikok@gelisim.edu.tr
Translation and Interpretation (English)	Research Assist. Niger HACI	nihaci@gelisim.edu.tr
Restoration and Conservation	Research Assist. Esra SAYIN	esayin@gelisim.edu.tr
Social Service	Research Assist. Umut SOLMAZ	usolmaz@gelisim.edu.tr
TV Journalism and Programming	Research Assist. Alper TOMBUL	atombul@gelisim.edu.tr
Aircraft Mechanic-Engine Maintenance	Research Assist. Ahmet Devlet ÖZÇELİK	adozcelik@gelisim.edu.tr
International Trade	Research Assist. Meltem KORKMAZ	mekorkmaz@gelisim.edu.tr
New Media and Journalism	Research Assist. Metehan ÖZIRMAK	mozirmek@gelisim.edu.tr

School of Health Sciences

Faculty Erasmus Coordinator Nutrition and Dietetics (English-Turkish)	Assist. Prof. Berrak DÜMLUPINAR	baltinsoy@gelisim.edu.tr
Child Development (Turkish- English)	Research Assist. Tuğba TÜRKCAN	tturkcan@gelisim.edu.tr
Ergotherapy	Research Assist. Çağla DURAN	cduran@gelisim.edu.tr
Physiotherapy and Rehabilitation (English-Turkish)	Research Assist. Sena TEBER	steber@gelisim.edu.tr
Nursing (English-Turkish)	Research Assist. Destina Gizem DAĞCI	dgdagci@gelisim.edu.tr
Audiology	Research. Assist. Büşra KÖSE	bukose@gelisim.edu.tr
Orthosis-Prothesis	Research Assist. Ebru DURUSOY	edurusoy@gelisim.edu.tr
Perfusion	Research Assist. Ebru DURUSOY	edurusoy@gelisim.edu.tr
Health Management Social Services (English- Turkish)	Research Assist. Ebru DURUSOY	edurusoy@gelisim.edu.tr
	Research Assist. Elif Çay	ecay@gelisim.edu.tr

Faculty of Fine Arts

Faculty Erasmus Coordinator	Assist. Prof. Murat DOĞAN	mdogan@gelisim.edu.tr
Gastronomy and Culinary Arts	Assist. Prof. Üyesi Murat DOĞAN	mdogan@gelisim.edu.tr
Graphic Design	Assist. Prof. Metin KUŞ	mkus@gelisim.edu.tr
Interior Architecture	Assist. Prof. Yaprak ÖZEL	yozel@gelisim.edu.tr
Interior Architecture and Environmental Design	Assist. Prof. Zerrin Funda ÜRÜK	zfuruk@gelisim.edu.tr
Communication Design	Research Assist. Melis BOYACI	meboyaci@gelisim.edu.tr
Fashion and Textile Design	Lecturer Nihal EKİCİ	nekici@gelisim.edu.tr
Cinema and Television	Assist. Prof. Üyesi Ali Kemal ÇİPE	akcipe@gelisim.edu.tr

Vocational School of Health Services

Physiotherapy	Lecturer Tuğçe YILMAZ	tuyilmaz@gelisim.edu.tr
Operating Room Services	Lecturer Tuğba ÖZ	tuoaz@gelisim.edu.tr

Istanbul Gelisim Vocational School

Faculty Erasmus Coordinator Lecturer Emrah Özcan eozean@gelisim.edu.tr

School of Physical Education and Sports

Faculty Erasmus Coordinator Lecturer Özgür DOĞAN ozgdogan@gelisim.edu.tr

Recreation Lecturer Harun AYAR hayar@gelisim.edu.tr

Exercise and Sport Sciences Research Assist. Şeyma Öznur CESUR socesur@gelisim.edu.tr

Coach Training Research Assist. Aydiner ATILLA aattila@gelisim.edu.tr

Sports Management Research Assist. Mustafa DEMİR mudemir@gelisim.edu.tr

Graduate Schools

Graduate School of Social
Sciences Assist. Prof. Kemal ERKİŞİ kerkisi@gelisim.edu.tr

Graduate School of Health
Sciences Research Assist. Aliye BÜYÜKERGİN abuyukergun@gelisim.edu.tr

Graduate School of Natural
and Applied Sciences Assist. Prof. Mehlika
KARAMANLIOĞLU mkaramanlioglu@gelisim.edu.tr