
***AZERBAIJAN PROJECT ERASMUS+ STUDY
MOBILITY APPLICATION GUIDE***

ISTANBUL GELISIM UNIVERSITY

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ISTANBUL GELISIM UNIVERSITY

*2020-1-TR01-KA107-090052 Erasmus+ Azerbaijan Project Study Mobility
Applications*

APPLICATION DATES

Within the scope of “2020-1-TR01-KA107-090052” Azerbaijan Project Erasmus+ Study Mobility Applications, applications of our students who would like to benefit from Erasmus+ Study Mobility in **Azerbaijan Diplomatic Academy (ADA University)** will be received between **11 February – 3 March 2022**. The application form on the website must be filled in and hand-delivered to the Erasmus Office with the current transcript.

ERASMUS+ ENGLISH LANGUAGE EXAM

Erasmus+ English Language Exam will be held between the dates of 7 March and 9 March 2022 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 Azerbaijan Project Erasmus+ Study Mobility Applications. Requirements are minimum **60 points** from 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.

Önemli Hususlar:

*Within the scope of the Azerbaijan Project Erasmus Study Mobility applications, only the applications of bachelor students, who study in **Business Administration (English-Turkish), International Trade and Business, Business Information Management, Political Science and International Relations (English-Turkish), Political Science and Public Administration, International Trade and Finance (English-Turkish) and Economics and Finance (English-Turkish)** departments and who have at least **30 European Credit Transfer and Accumulation System (ECTS)** course obligations in the relevant semester, are accepted.

*Students who are entitled to receive a grant within the scope of **Azerbaijan Project Erasmus+ Study Mobility** can receive grants for 1 semester. If they wish, they can continue their mobilities for second semester without grant.

***Azerbaijan Project Erasmus+ Study 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). The total mobility period (study + internship) at each level **cannot exceed 12 months**.

Who Can Apply?

Students who will be participating in the mobility must be full-time students. Students who are studying in the departments of **Formal Education, International Trade and Business Administration, Political Science, International Relations, Political Science and Public Administration, Economy and Finance** at Istanbul Gelisim University and who are studying in at least 1st year can apply for the Azerbaijan Project Erasmus+ Study 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.

Who Can't Apply?

English Preparatory, Scientific Preparation, Open and Distance Education students cannot apply to **Azerbaijan Project Erasmus+ Study Mobility**. In addition, students studying in departments other than **Business Administration (English-Turkish), International Trade and Business Administration, Business Information Management, Political Science International Relations (English-Turkish), Political Science and Public Administration, International Trade and Finance (English-Turkish), Economics and Finance (English-Turkish)** cannot apply for Erasmus+ Study Mobility for the Azerbaijan Project.

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.

Azerbaijan Project Erasmus+ Study Mobility Application Requirements

1- Within the scope of the higher education institution, the student; must be an active student enrolled in the departments of **Business Administration (English-Turkish), International Trade and Business Administration, Business Information Management, Political Science International Relations (English-Turkish), Political Science and Public Administration, International Trade and Finance (English-Turkish), Economics and Finance (English-Turkish),**

2-To have an academic grade point average (2.20/4.00) determined and recorded jointly by the 2 institutions that will carry out the mobility,

3- To have a sufficient number of¹ ECTS credits for study mobility,

4- The total duration of 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.

*Students who haven't met these criteria **cannot apply**. It doesn't prevent to take part in Azerbaijan Project Study Mobility, if the students have the failed courses.*

Azerbaijan Project Erasmus+ Study Mobility Application Particular Points

Applications for the Azerbaijan Project Erasmus+ Study Mobility will be received between February 11 and March 3, 2022. After filling out the application form, students are required to submit their application forms together with their current transcripts to the Erasmus Office located on the 5th floor of the Rectorate Building, A Block. Applications that are not submitted in due time or in accordance with the rules **will be deemed invalid**.

It is necessary to ensure that the information in the application form is correct, and **it will not be possible to make adjustments** to the forms submitted to our office.

Although you are eligible for the mobility, you cannot benefit from it unless 30 ECTS courses can be matched at the host institution.

IMPORTANT NOTE:

ATTENTION!

Within the scope of Azerbaijan Project Study Mobility Applications, if you are eligible, you will be able to carry out your mobility in the Fall and Spring semesters of 2022/2023 Academic year.

¹ According to the ECTS Guide of the European Commission, the sufficient number is 60 ECTS credits **for one academic year**. If the amount of 30 ECTS is not completed for a semester from the opposite institution, you cannot participate in the mobility even if you are eligible.

² Benefiting from similar programs within the scope of Mevlana, TUBITAK, Presidency for Turks Abroad and Related Communities is not included.

Evaluation Criteria

It will be taken into consideration 50% of the 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 Azerbaijan Project Erasmus+ Study Mobility**.

Reminder: The threshold for passing the Erasmus+ English Language exam is minimum 60 points for Azerbaijan Project Erasmus+ Study 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 s/he was qualified.	-10 puan
Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)	-10 puan
For students selected for mobility: to attend meetings/training related to mobility organized by the higher education institution without excuse (applied if the student reapplies to Erasmus)	-5 puan
Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)	-5 puan

*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.

** 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.

QUOTAS

Within the scope of the project, the number of quotas allocated to the students who are studying in the departments of **Business (English-Turkish), International Trade and Business Administration, Business Information Management, Political Science International Relations (English-Turkish), Political Science and Public Administration, International Trade and Finance (English-Turkish), Economics and Finance (English-Turkish)** at ADA University is 2 in total. Students who remain in reserve can participate in the mobility **without a grant within the compass of quotas**, provided that they submit a petition.

Monthly Grant Amount and Travel Grant

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. In addition to the grant amounts, a **travel grant (275 Euro)** calculated on the basis of km will be given to the students within the scope of the Azerbaijan Project Erasmus+ Study Mobility.

Sending Institution/Country	Receiving Institution/Country	Monthly Grant Amount (Euro)
Istanbul Gelisim University/Turkey	ADA University/Azerbaijan	700

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 Azerbaijan Project Erasmus+ Study Mobility Application Process

** Azerbaijan Project Erasmus+ Study Mobility applications will be taken between February 11, 2022 and March 3, 2022. Applications will not be accepted after the relevant dates.*

** In academic matters, students should contact the Erasmus Department Coordinators regarding all questions.*

** You can send an e-mail to erasmus@gelisim.edu.tr regarding the technical problems you face during the applications.*

Students who submit their applications by making an incorrect or incomplete application do not have the right to change their applications again. Therefore, you should be careful while applying.

Azerbaijan Project Erasmus+ Study Mobility Calendar

11 February-3 March 2022	Announcement from the website and receiving preliminary applications
7-9 March 2022	FOREIGN LANGUAGE EXAM that is organized by the School of Foreign Languages for the Erasmus selection (English)
It will be announced later	Announcement of the language exam results by the School of Foreign Languages and Erasmus Office
It will be announced later	Objection to foreign language exam results (Appeals by petition will be made to the School of Foreign Languages).
It will be announced later	Announcement of Placement Results (Announcement of the Main and Back-Up Lists for Students Eligible for Erasmus+ Mobility)
It will be announced later	Deadline for waiving
April 2022 (Orientation)	It is mandatory to attend the Orientation meeting. (The date, place and time of the meeting will be announced later on the website.)

Erasmus+ Departmental Coordinator List

The Faculty of Economics, Administration and Social Sciences

Faculty Erasmus Coordinator	Asist. Prof. Gizem Uzuner	guzuner@gelisim.edu.tr
Economy and Finance (Turkish- English)	Research Assist Burçin Çakır	bucakir@gelisim.edu.tr
İşletme (Türkçe- İngilizce)	Research Assist Cansu TÜRKER	cturker@gelisim.edu.tr
Political Science and International Relations (Turkish-English)	Research Assist Güçlü KÖSE	gkose@gelisim.edu.tr
Political Science and Public Administration	Research Assist. Bahri Mert DEMİR	bmdemir@gelisim.edu.tr
International Logistics and Transportation (Turkish- English)	Research Assist. Cengizhan GÜLER	ceguler@gelisim.edu.tr
Business Administration Information Management	Research Assist. Ahmet Esad YURTSEVER	ayurtsever@gelisim.edu.tr
International Trade and Finance	Research Assist. Cengizhan GÜLER	ceguler@gelisim.edu.tr