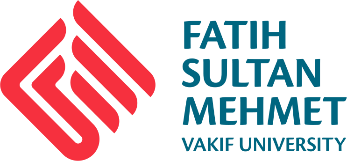
logo, grafik, yazı tipi, simge, sembol içeren bir resim

Açıklama otomatik olarak oluşturuldu****

**INFORMATION FOR PARTNER INSTITUTIONS**

**FOR THE COOPERATION UNDER ERASMUS+ KA171 PROGRAMME**

(Programme Duration 01/08/2023 - 31/07/2026)

**Erasmus + Programme and FSMVU Mobility Project**

Fatih Sultan Mehmet Vakif University submitted an application and received a fund for international credit mobility consisting in a mobility project with sets of mobility flows between FSMVU and its partner institutions in Australia, Bosnia Herzegovina, Ethiopia, Egypt, Georgia, Montenegro, Tunisia, Tanzania, Ukraine, United States of America.

The mobility planned in the project is to be carried out during the eligibility period of the project (starting 1 August 2023 and 31 July 2026 (36 months).

**Types of Mobility**

***Student Mobility for Studies***

To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student’s degree-related learning and personal development needs. The study period abroad must be part of the student's study programme to complete a degree at first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third cycle (PhD). The period of study abroad must be relevant for the degree-related learning of the candidate and personal development needs, and be part of the study programme that he or she is following.

Study period abroad could last from a minimum of 2 months to a maximum of 12 months. In the project, as a rule, the duration of the study mobility for each participant could be **maximum 4 months.** In case of possibility of student mobility, participant/s are provided Erasmus grant for maximum 4 months.

In order for participants to complete the application documents, the announcement should in principle be published at least 20 days before applications start to be made, and participants should be given at least 15 days to apply.

***Staff Mobility for Training***

Training periods: this activity supports the professional development of teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution. Staff must be working in the partner university (both at the moment of selection/nomination and during the period of the mobility).

Duration of training mobility in our project is 5 working days + 2 days for travel.

In order for participants to complete the application documents, the announcement should in principle be published at least 20 days before applications start to be made, and participants should be given at least 15 days to apply.

**Funding of the Mobility**

The participants nominated under inter-institutional agreements receive an Erasmus+ grant as a contribution to the travel and subsistence costs. Grant levels and fixed rates for exchanges between Programme and Partner countries are published in the Erasmus+ Programme Guide.

Erasmus+ students will be exempted from fees for tuition, registration, examinations, and charges for access to laboratories or libraries at the receiving institution. Small fees for insurance or student residence permit may still apply.

|  |  |  |
| --- | --- | --- |
| **Travel Support** | | |
| Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU  [http://ec.europa.eu/programmes/erasmus-plus/resources\_en#tab-1-4](about:blank) | | |
| **Distance Band** | **Grant Amount**  **(per participant)** | **Green Travel**  **(per participant)** |
| from 0 to 99 km | 23 € | Not applicable |
| from 100 to 499 km | 180 € | 210 € |
| from 500 to 1999 km | 275 € | 320 € |
| from 2000 to 2999 km | 360 € | 410 € |
| from 3000 to 3999 km | 530 € | 610 € |
| from 4000 to 7999 km | 820 € | Not applicable |
| 8000 km or more | 1.500 € | Not applicable |
| **Individual Support** | | |
| Students monthly grant (coming to Türkiye) | 800€ per month | Students monthly grant (coming to Türkiye) |
| Staff daily grant (coming to Türkiye) | 140€ (till the 14th day) |  |

**Selection**

The selection of outgoing candidates should be carried out by the sending institution. Please remember that according to the Erasmus + programme, partner universities must “Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to the participants eligible for mobility”. Therefore, please make sure you keep records of the selection process (such as the text of the announcement, the means the announcement was published through, such as references to the web-site, mailing to possible interested students, dissemination meetings, announcement of provisional and final results of selection, etc.), so that those records could be available upon requirement for **the period of five years**. This information can be required to evaluate the implementation of the Erasmus + mobility by the Turkish National Agency and European Commission.

Please send us these records as soon as the selection process is over for the purpose of eventual monitoring.

Students to take part in the Erasmus + programme should be registered at the home university in studies leading to a recognized degree while staff must be working in the partner university both at the moment of selection/nomination and during the period of the mobility.

**Nomination**

**Compulsory Erasmus + Documents:**

* Application Form
* Confirmation of the home HEI about the student’s status (in English)
* Learning Agreement
* Copy of the Passport
* Copy of the ID
* Knowledge of English (Exam Result or min B2 Certificate)
* Transcript of Records (in English)
* Europass CV
* Passport sized photo (Jpeg file)
* Motivation letter (in English)

We expect to receive the nomination of the selected candidates via e-mail from the contact address indicated in the agreement, with the information mentioned in the nomination form, signed and stamped.

Nominations by the partner university should be sent to:

[erasmus@fsm.edu.tr](about:blank)

**Student Mobility Road Map:**

Students who are selected as Erasmus students are required to prepare the following documents and submit them to the International Relations Office.

***Before Mobility***

* Learning Agreement (It shows the courses to be taken at the host university)
* Letter of Invitation/Acceptance (It is obtained from the host university)
* Valid Passport
* Visa Application
* Student Permission Form (It is obtained from the related Faculty/Institution)

***During Mobility***

* Certificate of Arrival (It is given by the International Relations Office of the host university)
* Changes to Learning Agreement Form (If you have to change the courses you have to take)

***After Mobility***

* Letter of Confirmation/Attendance
* FSMVU Transcript of Records
* Photocopy of the entry-exit seals of the pages in passport
* Participant Report (It will be sent to your e-mail addresses and should be filled in online)
* Document stating the completion of academic recognition (issued by the home institution)

Please note that, it is student’s responsibility to make visa applications, arrange their travel and find accommodation. Home and Host Universities might only give assistance during these procedures.

**Recognition of Mobility For Students**

The European Commission requires that all mobility periods are recognized by both home and host universities, as stipulated in the inter-institutional agreement and in the Learning agreement. Upon the students/staff return, home institution must fully recognize the activities completed by the participant during the mobility.

All the courses students take and complete successfully at the host universities are transferred into the transcript of the students at their home universities. The codes, names and credits of the courses must be included in the transcript.

After academic recognition process is finalised, home university must inform coordinator university by issuing an official document.

**Staff Mobility Road Map:**

Staff who are selected as Erasmus staff are required to submit the following documents step by step to the International Relations Office.

***Before Mobility***

* Application Form (It is obtained from the home university)
* Mobility Agreement for Teaching (It shows the work plan to be held at the host university)
* Letter of Invitation/Acceptance (It is obtained from the host university)
* Valid Passport
* Valid ID
* Visa Application
* Health Insurance Policy
* Knowledge of English (Exam Result or min B2 Certificate)
* Documents stating the candidate is a full time staff at the home university (in English)
* Europass CV
* Passport sized photo (Jpeg file)

***During Mobility***

***\**** To be submitted to the International Relations Office of the host university

* Flight Ticket/Boarding Pass

***After Mobility***

* Letter of Confirmation/Attendance (Provided by the host university)
* Photocopy of the entry-exit seals of the pages in passport
* Participant Report (It will be sent to your e-mail addresses and should be filled out online)
* Testimonial
* Photos taken during the mobility

Please note that, it is staff’s responsibility to make visa applications, arrange their travel and find accommodation. Home and Host Universities might only give assistance during these procedures.

**For More Information please contact us:**

Esraa Kamel Ahmad ABU ALYAQEIN,

International Programs Specialist for Incoming Mobilities

[erasmus@fsm.edu.tr](mailto:erasmus@fsm.edu.tr) **|** [ealyaqein@fsm.edu.tr](mailto:ealyaqein@fsm.edu.tr)