

## 2016-2017 ERASMUS APPLICATION PROCESS

IMPORTANT: During the Erasmus application process and later in the mailings, students are expected to use their e-mail addresses with **itu.edu.tr** domain extension. You can login to the online application system only with your e-mail addresses having **itu.edu.tr** extension.

### Who Can Participate in The Erasmus Programme?

- Anyone who is a student at ISTANBUL TECHNICAL UNIVERSITY (except undergraduate/graduate students in English preparation)
- Previously elected students who did not engage in any Erasmus student exchange and cancelled (withdrawn) their applications by following the cancellation procedure. However, based on the rules of the National Agency, the students, who were elected for an earlier election period at the same education level (i.e., cycle1, cycle 2, cycle3) but could not/did not participate in an Erasmus exchange without proving any force majeure, are subjected to 10 points of reduction on their final application scores for each exchange they did not participate.
- The students who applied for an earlier application period but were **not** elected
- The students, who benefitted from an Erasmus exchange with grant support in a different education level, can once again participate in an Erasmus exchange without facing any penalties. However, based on the rules of the National Agency, the students, who were elected for an earlier election period at the same education level (i.e., cycle1, cycle 2, cycle3) and participated in an Erasmus exchange (regardless of either in a student mobility or a traineeship mobility), are subjected to 10 points of reduction on their final application scores for each exchange they have participated. The rule of "10 points reduction" is not applied to the students who took part in an Erasmus exchange while they were studying in a previous education level. It is applied for the students who previously participated an Erasmus exchange within the same education level.

### ATTENTION

- The participation of the undergraduate students, who are registered to their 7. and 8. semesters, depends on the approval of their Departmental Erasmus Coordinators due to the requirements of the graduation project.
- Each student who was elected as an Erasmus exchange student must benefit from his/her right within the relevant academic exchange period under the quotas of the Department/Program s/he is elected for. The student, who gave up his/her exchange right by following the cancellation procedure (regardless of the cancellation reason), cannot transfer that right to the following exchange period(s). Nevertheless, the student can still apply for another Erasmus exchange in the following application periods. However, s/he will again be subjected to election processes.
- Under the terms of National Agency, the students, who were elected to be an Erasmus exchange student but did not benefit from this right and did not carry out the cancellation procedure for the 2015-2016 academic year, will be subjected to a 10-point reduction from their final election scores for the 2016-2017 applications.
- Students in the language prep. class cannot apply for an Erasmus+ exchange.

## Points to take into consideration when deciding on your preferences

Students who would like to become an Erasmus student, have to apply to ITU Erasmus Office to be considered for the Erasmus programme selection according to the announced criteria. Students who are selected by the ITU Erasmus Office will be nominated to the host institutions and will become “Erasmus student candidates”.

To actually become an Erasmus Student, the candidate needs to meet all the admission requirements of the host institution (posted on their websites), prepare all necessary documents provided by the host institution and send them to the host institution. Only after receiving the acceptance letter from host institution via e-mail or postal service, will the student be considered an Erasmus Student. We suggest that students who would like to apply Erasmus Programme need to consider the idea of being an exchange student, discuss the programme with experienced students and also should prepare themselves.

### ATTENTION

- In the announced agreement lists, “L”, “YL” and “D” stand for undergraduate degree (cycle 1), for Master’s degree (cycle 2), and Ph.D. (cycle 3), respectively. The announced quotas can only be used by the student in the respective cycles.
- All applications will be taken and evaluated in one session, and the students will have five preferences to list as their host university. You **do not** have to fill all the preferences (please refer to the heading “additional placement”).
- The quota allocated for two semesters cannot be chosen as one semester. Also, the quota allocated for one semester cannot be chosen as two semesters. In quota list, 3-4-5-6 months should be considered as one semester, 8-9-10-11-12 months should be considered as two semesters.
- The graduate students who are applying during thesis should find a supervisor in host institution or at least should be in contact with a “probable” supervisor. The students who apply as thesis students may not be allowed to take courses.
- Changes in preference list cannot be made after the submission of the application not to cause any inequality among students.
- The selection and nomination by the ITU Erasmus Office does not guarantee that the students will be accepted by the host institution.

For these reasons, students must check the webpages and the admission requirements of the universities they intent to apply. Please make sure that you

1. Know the application requirements
2. Know the language requirements  
(Due to the possible changes of language requirements listed on our announced inter-institutional agreement’s language part, please double check the host institution’s web page).
3. Know the academic calendar  
(The student must check academic calendar of host university to see if the academic calendar of the host institution overlaps with ITU’s academic calendar).
4. Know the ECTS values of courses provided by host institution  
(All students should take 30 ECTS for one semester, 60 ECTS for two semesters from host institution including graduate students who are applying during thesis period.  
(Graduate students who are applying during thesis period should review the credits of the thesis studies to be provided by host institution)
5. Consult with the Erasmus departmental/program coordinator about the courses and the possible match in their ITU curriculum.
6. Make sure that courses you take are reported/evaluated with a mark in the grading system rather than have pass / fail.

### Additional Placement

In case of cancellation of Erasmus, additional placements will take place, once for fall semester’s students and once for spring semester’s students according to academic calendar of host institution. However, additional placement is only for students who were not listed as candidate students by ITU Erasmus office. Students’ GPA and list of preferences (submitted during the one and only application period) will be considered during the additional placement processes. A cancellation of candidate student to take part in a possible additional placement will not be allowed. Therefore, the students must decide on the list of preferences considering the risks associated. The dates of additional placement will be announced by ITU Erasmus Office.

## 2016-2017 Election Criteria

<p><b>%50 GPA</b></p>	<p>Undergraduate: 2.20/4.00 Graduate: 2.50/4.00</p> <p><a href="#">Click to see the equivalent of your GPA in centenarian(X/100) system</a></p>
<p><b>50% Foreign Language Score</b></p> <p>(% 37,5 Language Score + % 12,5 Language Interview)</p>	<p><b>The language required for Institutions in (unless defined as “special case”)</b></p> <p><b>Germany, Austria: German</b> <b>France: French</b> <b>Spain: Spanish</b> <b>Italy: Italian</b> <b>Other Countries: English</b></p> <p><b>Min YDS or Proficiency: 45 / 100</b></p> <p><a href="#">Click</a> to see to conversion system to be used for other eligible certificates</p> <p>During the application to ITU Erasmus Office, all language certificates will be considered regardless of the date.</p> <p>The students who passed at least ALM201 and FRA201 courses with <b>BL</b>, can obtain the corresponding language certificates from <b>SFL</b> and use these documents for their applications.</p> <p><b>Conservatory students</b> and the <b>graduate students applying during thesis</b> will be able to submit just their English language score regardless of the host country. <b>However</b>, the students are responsible for submitting required language certificate stated by the host institution for their applications. In case the students have to take some courses along with thesis to fulfil the ECTS load, they have to submit the regarding countries language certificate.</p> <p>The dates and content of the language interviews will be announced and carried out by the regarding department/programme Erasmus coordinators.</p>
<p><b>- 10 points Previous participation/no in-time cancellation for Erasmus candidates</b></p>	<p>See: Who Can Participate In The Erasmus Programme?</p>

## Application Documents

Bring the listed original documents and necessary copies to Erasmus Office.

1. Print-out of online application form.

On-line application will be activated on **8th of February**.

[Click](#) for online application form. You will receive the form after filling in the information and click on "Başvuru Gönder" button. You need to sign it yourself and get it signed by your department/programme coordinator or the person appointed by your faculty. **Please do not forget that unsigned documents will not be accepted.**

2. Up-to-date Transcript

Students who started Cycle 2 and Cycle 3 level have to submit their transcript containing 2015-2016 spring semester even though there are no grades on it yet. Also they have to submit the transcript from their previously graduated department.

You can submit a print out of your recent transcript taken from <http://www.sis.itu.edu.tr/>

3. Language Certificate

Details are provided in the "Election Criteria" section. You need to bring a copy of your language certificate along with the original document.

In case the students' score of their language exam is to be announced after their application deadline, they have to submit all the other documents in the announced day but can submit their language certificate until **26th of February**. These students have to provide a [written statement](#) regarding the situation when they are submitting the application documents on their announced day.

## **2016-2017 Erasmus Application Documents Delivery Calendar**

Application documents must be delivered **personally** to the ITU Erasmus Office, between 15-26 February 2016, on the specific dates stated for the specific quotas and only between reserved hours of 10:30 till 12:00 / 14:00 till 16:00. The delivered application documents, which do not comply with designated date(s) and hour(s) of the relevant quota, will not be accepted; incomplete / delayed / early handovers will not be received by the personnel. It is obligatory to comply with the 2016-2017 Erasmus Application Document Delivery Calendar planned according to the quotas.

### **15-16 February 2016**

For Civil Eng., Environmental Eng., Geomatics Eng., Food Eng., Chemistry, Chemical Eng., Aeronautical Eng., Aerospace Eng., Aeronautics and Astronautics Eng., Meteorological Eng. quotas.

### **17 February 2016**

For Mining Eng., Mineral Processing Eng., Geological Eng., Geophysics Eng., Metallurgical and Materials Eng., Textile Eng., Petroleum and Natural Gas Eng., Energy, Hydraulics and Water Resources quotas.

### **18-19 February 2016**

For Mathematical Eng., Electrical Eng., Computer Eng., Electronics Eng., Communication Eng., Control Eng., Naval Architecture and Marine Eng., Shipbuilding and Ocean Eng., Physics Eng., Mechanical Eng., Manufacturing Eng. quotas.

### **22-23 February 2016**

For Turkish Music Conservatory, MIAM (Centre for Advanced Studies in Music), Management Eng., Industrial Eng., Economics, Political Science/Humanities, Molecular Biology, Genetics Eng. quotas.

### **24-25-26 February 2016**

For Urban and Regional Planning, Architecture, Interior Architecture, Landscape Architecture, Industrial Design, Art History, Environmental Control and Construction Technologies, Architectural Design Computing, Architectural History, Information Technologies in Construction Management, Project and Construction Management quotas.

### **07-11 March 2016**

Interviews with the Erasmus departmental/program coordinators

The context and dates of the interviews will be decided by the Erasmus departmental/program coordinators. Please consult your Program/Department coordinator for the info about place and schedule of the interview.

**The list of elected 2016-2017 Erasmus Exchange students will be published ONLY by the ITU Erasmus Office on the official web site. No information on the results will be provided via phone or e-mail or other means of communication. The results will most probably be disclosed in early April.**