ISTANBUL TECHNICAL UNIVERSITY (ITU)

CALL FOR APPLICATION

STUDENTS' ACTIVITY GRANT

FOR EUROPEAN ENGINEERING LEARNING INNOVATION
AND SCIENCE ALLIANCE

(**EELISA**)

Effective from: 31.10.2024
For tracking the modifications of instructions which have been repealed by the current document's effectiveness:

Reviewing committee:

- Scientific approval: ITU EELISA Office

- Financial approval: ITU EELISA Project Coordinator

- Legal approval: ITU EELISA Local Office Coordinator

Issued by: ITU EELISA Office

1. Aim and scope

The **ITU EELISA Activity Grant** aims to support the short-term mobility of ITU **students** at any partner of the **EELISA European University**[1]**.** The Grant targets the ITU students both at undergraduate and graduate levels who are motivated to participate in the EELISA activities in any of the [partner institutions](#), including:

- Universite Paris Sciences et Lettres (France)
- École des Ponts ParisTech (France)
- Friedrich-Alexander-Universität Erlangen-Nürnberg (Germany)
- Budapesti Műszaki és Gazdaságtudományi Egyetem (Hungary)
- Scuola Normale Superiore Pisa (Italy)
- Scuola Superiore Sant'Anna Pisa (Italy)
- Universitatea Politehnica din București (Romania)
- Universidad Politécnica de Madrid (Spain)
- The ZHAW Zurich University of Applied Sciences (Switzerland)

With this internal grant, ITU students can visit the chosen partner institute in person and participate in various *EELISA* activities including, but not limited to those of [EELISA communities](#), seasonal schools, and laboratory visits. Applicants can check EELISA main website (eelisa.eu) to see the details of the events which are open to ITU students in addition to the following activities which are currently open to EELISA members. and laboratory visits. Applicants can check EELISA Opportunity Finder (https://opportunities.eelisa.eu).

The Grant further aims to support disciplinary-broadening and collaboration capacities amongst partnering institutions, while developing awareness, knowledge and implementation competence in thinking, navigating and operating through diverse scales of <u>Sustainable Development Goals</u> (SDGs) of the United Nations.

The Grant embraces diversity, equality and inclusiveness. The candidates who have not benefited from the EELISA mobility opportunities so far are particularly encouraged for application.

2. Appointed Goals and Expected outcomes of the Application

Expected outcomes from the Call are listed below:

- Dissemination of outcomes from the ongoing and completed activities of the EELISA European University,
- Enhancing collaboration and cooperation between EELISA students and creating synergies through the mobility of ITU students.

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[1] For a quick overview of the EELISA European University: https://eelisa.eu/what-is-eelisa

3. Expected impact of the Application

The applicant should fill out the [application form](#) and explain also the expected impact of the short-term mobility with reference to the principles below:
- Improve competencies and skills,
- Foster diversity, inclusiveness and gender equality,
- Enhance community engagement and societal impact.

4. Application requirements and eligibility

- All ITU students legally affiliated with ITU are eligible to apply for the Grant.
- The applicant is required to submit an invitation/acceptance letter from the activity provider of the host institution indicating the purpose, scope, dates and duration of the visit.
- The total duration of the visit shall not exceed two weeks.
- Applicants can only apply for the scholarship once per year.
- The Applicant is not awarded by any other scholarship for the same EELISA activity.
- The Applicant agrees that the dairy entries can be used for promotional purposes by ITU and EELISA.
- The [application form](#) is appropriately prepared and submitted.
- The applicant agrees to meet post-mobility requirements (see section 9).

5. Type and amount of grant

- The Grant covers **only travel and subsistence costs** of short-term mobility, which is up to 2 weeks.
- The Call aims to mobilize around 30 ITU students, depending on the type of activities and the capacity of the hosting institutions.
- The ITU EELISA Office can make changes to budget allocations on the basis of Call's resource capacity. (Please see Note 1)

6. Call calendar

This call will be active from the date of announcement and will remain open between November 1st, 2024, and April 30th, 2025.

7. Resource allocation criteria

- Invitation/acceptance letter from the host institution / activity provider of the host institution.
- Relevance to expected outcomes (see section 2),
- Diversity, equality and inclusiveness in line with [EELISA mission and vision](#),
- Priority will be given to applicants who have not participated in EELISA mobility processes.

8. Notification process

- The applicants will be informed via email (eelisa@itu.edu.tr).

9. Post-mobility requirements

The applicants **for the ITU EELISA Activity Grant** agree to meet the post-mobility requirements mentioned below within 2 weeks, following their arrival at ITU.

- Submission of documents to the ITU BAP Unit (see please Note 2)
- Activity Participation Certification from the activity provider of the host institution
- Submission of post-mobility report to the ITU EELISA Office (see please Note 3)
- Providing content for ITU EELISA dissemination channels:
  - https://www.instagram.com/eelisa_itu
  - Personal websites, social media channels and other dissemination points.
- Participation in ITU EELISA Info Days to share short-term mobility experiences with other ITU members (upon invitation by the ITU EELISA Office).

For questions or further inquiries, please contact eelisa@itu.edu.tr

10. Confidentiality

The ITU EELISA Office handles the data needed for Applications' evaluation for the effective data confidentiality and other regulations, according to the declaration of consent and information on the processing of personal data embedded in the registration. By submitting the Application, the applicant agrees to handling of their personal data as detailed in the specifications.

Related Links and Documents

- ITU EELISA Student Mobility Tracking Process
- Application Form
- Information Document on Advance Payments
- Information Document on Visas and Passport Procedures

Note 1

Partner Countries - Daily Allowance (Euro):

Category	Spain	France	Italy	Germany	Switzerland	Hungary	Romania
Student	€100.00	€100.00	€100.00	€100.00	€160.00	€80.00	€80.00

You can calculate the total per diem for the event by multiplying your daily allowance by the number of days assigned to you. You are required to cover your accommodation expenses from your per diem; however, we recommend retaining the accommodation invoice. The remaining per diem, after covering your accommodation, may be used for other expenses, and there is no need to provide invoices for these expenditures. When arranging your accommodation, you may consult with the EELISA partner organizing the event to inquire about the possibility of staying at their institution's facilities. If you plan to use the accommodation facilities provided by the partner institution, please inform the ITU EELISA Office and the ITU BAP Unit. In this case, a reduced daily allowance will be applied. Please book your flight from the city where the event will take place, or, if a direct flight is not available, from a nearby city.

Note 2

Required documentation for finalizing procedures includes: a plane ticket, train ticket, an official document obtained from the E-Government system showing the entry and exit dates from the country, and the overseas departure fee stamp. The plane ticket must be presented as an e-ticket or an official invoice; screenshots will not be accepted.

Note 3

Students participating in mobility activities must prepare a summary report regarding the activity they attended. If the organizer of the activity is from ITU, the prepared report should be submitted via email to the community organizer. If the organizer is one of the project partner institutions, the report should be sent to the ITU EELISA Office at <eelisa@itu.edu.tr>.