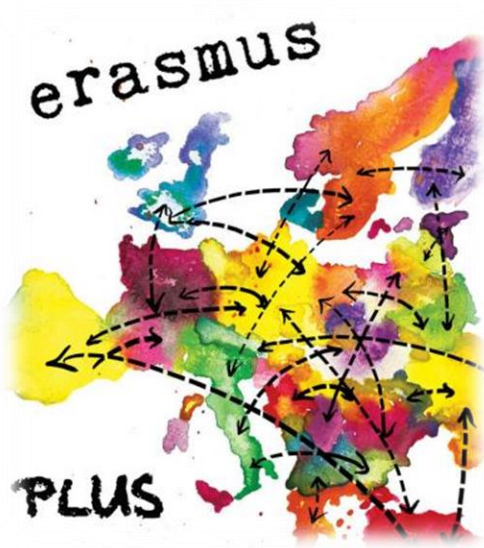


Erasmus+: Changing lives, opening minds



**Pre-departure orientation
for 2018-19 Erasmus+
outgoing students**

October, 2018



Overview

- Introduction To Erasmus+
 - Infographs & TR National Agency
- Erasmus+ Study Mobility Process
- Documents And Timeline:
 - Before The Mobility
 - During The Mobility
 - After The Mobility
- Academic Matters
- Practical Matters
- Erasmus+ Grants
- Checklist & Important Reminders



European Region Action Scheme for the Mobility of University Students

Erasmus+: 30 years in the making



9 MILLION



PEOPLE



**HIGHER
EDUCATION
STUDENTS
4 400 000**



**YOUTH
EXCHANGES
1 400 000**



**VOCATIONAL
TRAINING LEARNERS
1 300 000**



**EDUCATION STAFF
AND YOUTH WORKERS
1 800 000**



**EUROPEAN
VOLUNTEERS
100 000**



**ERASMUS
MUNDUS STUDENTS
AND STAFF
100 000**

Source: European Commission, 2017



Turkish National Agency



www.ua.gov.tr

- Coordinates the information flow between the European Commission and the charter-holder Turkish Universities.
- Being part of EU Ministry, Turkish N.A. is the coordinating and auditing body for all Erasmus+ activities and grants.
- Turkish N.A. publishes the implementation guidebook for Erasmus+ which must be followed by all Universities.



Erasmus+ Study Mobility Step by Step

Submitted online application :

Criteria: CGPA >2.20 & completed freshmen at OzU by the time exchange period starts & need ≥ 30 ECTS as graduation requirement



Attending the English Language Exam (ELE):

Criterion: ELE min. 60/100



Erasmus Score calculation method:

CGPA 50% + ELE 50% (+/-10 or 15 points, if applicable)



Placed to host institution:

Commitment Form & 2nd Language Proficiency Report, if applicable



Nomination by OzU IO to Host Institution:
Do not get in touch with the partner before we nominate you!



Application to Host Institution by the student:
Online or by post – deadlines are important!
Approx. April-June for Fall term , October-November for Spring term



Acceptance Letter by Host Institution:
Host universities' application & evaluation procedures vary. Acceptance letters may start to arrive by the end of 2018-19 Fall term. Acceptance is never guaranteed!



Apply for **student visa** once you have your acceptance letter.
You need a **passport** - should be valid for 6 months beyond the end of exchange!



Pre-departure arrangements:
health insurance, tickets, accommodation, Erasmus documentation etc.



Application to Host Institutions

- Placed students were officially nominated by OzU International Office to the host institutions.
- Students will receive emails directly from the host institution regarding the **application instructions**.
- Students are responsible of following the application deadline.
- You may send your application **online or by post!**
- Final admission is at the discretion of the partner institution and **is never guaranteed**.
- If host institution requires an **official transcript** and/or **institutional language report**, please contact OzU International Office.
- For students who successfully submit their applications and receive acceptance letter from the partner institution will be provided an **official visa support letter** by OzU International Office.



Quick Facts - OzU

Sending/Home Institution : Ozyegin University

Erasmus ID Code : TR ISTANBU31

Institutional Coordinator : Dr. Mirac Ozar

Contact Person : Ecemnur Yagiz

Contacts : international.relations@ozu.edu.tr





OzU Program Coordinators

Mechanical Engineering	Dr. Güven Yapıcı – guven.yapici@ozyegin.edu.tr
Electrical & Electronics Engineering	Dr. Cenk Demiroğlu – cenk.demiroglu@ozyegin.edu.tr
Computer Science	Dr. Reyhan Yeniterzi– reyhan.yeniterzi@ozyegin.edu.tr
Industrial Engineering	Dr. İhsan Yanıkoğlu – ihsan.yanikoglu@ozyegin.edu.tr
Civil Engineering	Dr. Taner Yılmaz– taner.yilmaz@ozyegin.edu.tr
Faculty of Architecture and Design	Dr. Murat Şahin – murat.sahin@ozyegin.edu.tr
Faculty of Law	Dr. Işık Özer – isik.ozar@ozyegin.edu.tr
Psychology	Dr. Alper Açık– alper.acik@ozyegin.edu.tr
International Relations	Dr. Konstantinos Travlos – konstantinos.travlos@ozyegin.edu.tr
Faculty of Aviation and Aeronautical Sciences	Dr. Luis Martín-Domingo – luis.martin@ozyegin.edu.tr
School of Applied Sciences	Dr. Aslı Zuluğ– asli.zulug@ozyegin.edu.tr
Faculty of Business	Dr. Orçun Temizkan – orcun.temizkan@ozyegin.edu.tr – BUS, MIS Dr. Işıl Yavuz Işıklar - isil.yavuz@ozyegin.edu.tr



Before Exchange

(after you are accepted by the partner)

1. Learning Agreement *(download from KION as **RTF** and upload the signed version.)*
2. Acceptance Letter *(upload to KION)*
3. Student Visa *(upload to KION)*
4. Health Insurance Policy *(upload to KION)*
5. OLS 1st Language Assessment Exam
6. Erasmus+ Grant Agreement
(IO will prepare & notify the student)
7. Bank Account Information – for E+ grant beneficiaries
(log into the KION and fill out your bank account information)
8. Read the Erasmus Student Charter



During Exchange

1. **Certificate of Arrival** signed by host institution (download from KION & upload it back)
 2. **Learning Agreement During the Mobility** – course *changes (upload to KION)*
within 4-7 weeks: Please also consider the add-drop periods of the host institutions – Overlapping schedule? Cancelled courses?
Get approval from your academic coordinator for changes!
- Attending the **orientation session** at host institution is **mandatory**.
 - Residence Permit Rules & Regulations: Follow Partner IO notifications & immigration rules
 - You must be aware of your legal responsibilities.
 - Follow the Online Language Courses by OLS – *if you have been appointed an OLS account!*



After Exchange

1. Certificate of Attendance *(download from KION and upload it back)*
2. [OLS 2nd language assessment exam](#)
3. Passport copies (entry-exit stamps)
4. EC Participants' Report *(will be sent via email)*
5. Evaluation Form

Upload all your docs to KION as soon as your semester ends.

You may find the **checklist** for whole process [here](#)!

The deadline is 5 August 2019

IO will not be held responsible for consequences of late submission.



Download and Upload Documents (KION)



Main Page



My account



Language



Report A Bug



Exit

Application / List

My applications

Make A New Application

My applications

Başvuru Formu	Application Date	Academic Year	Academic Term	Exchange Program	Mobility Type	Başvuru Tipi	Application Status
View Information	6.2.2018 22:14:02	2018-2019	Spring	Erasmus+	Outgoing Student	Study Mobility	Placed

Placed: Ruhr-Universität Bochum

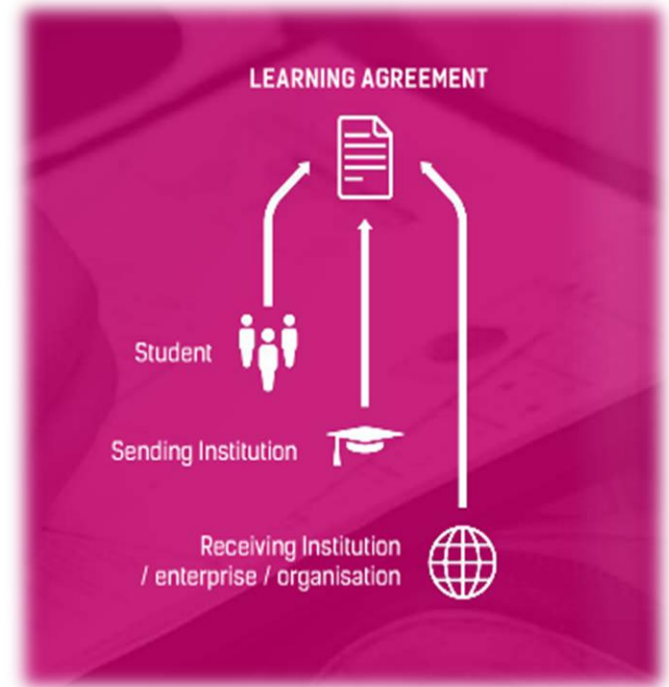
[Outgoing Student Certificate Of Attendance](#) [Outgoing Student Learning Agreement](#)

Onay Durumu	Document Name	Description	Required	
Upload Waiting	Visa Copy	Before the Mobility: You must upload a copy of your study visa.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Passport Exit-Entry Stamp Page Copies	After the Mobility: You must upload a copy of exit/entry stamp pages.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Learning Agreement	Before the Mobility: Copy of your Learning Agreement duly approved by all parties must be uploaded.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Health Insurance Copy	Before the Mobility: You must upload a copy of your insurance policy that is applicable to your duration of stay as a student.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Certificate of Attendance	After the Mobility: After downloading the form, you must fill it out, receive approvals from the partner institution and upload.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Arrival Form	During the Mobility: You must fill and have approval form the host institution's International Office upon your arrival.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Acceptance/Invitation Letter	Before the Mobility: The document that will be received from the partner institution. Your visa support letter will be prepared in line with the dates stated on the Acceptance Letter.	<input checked="" type="checkbox"/>	Upload
Upload Waiting	Second Language Proficiency Report	Submit your 2nd language proficiency report, if applicable - by Friday, 23 March 2018 (for students who will study in a language other than English).	<input type="checkbox"/>	Upload
Upload Waiting	Learning Agreement During the Mobility page - Fall	During the Mobility: Changes to the Learning Agreement page must be uploaded. You must receive approval via email from your Program Coordinator.	<input type="checkbox"/>	Upload

**KION >
Application List >
Document
Upload /
Download.
If your upload is
successful,
you can view
your document**

Learning Agreement

- LA is a negotiated agreement between the student, the sending and receiving institutions.
- Has to be signed prior to your mobility period. (**Must** register for 30 ECTS.)*
- LA for Erasmus+ mobility for studies includes what modules you will be studying during your period abroad, how many ECTS are allocated to those courses and your required language competences.



Transfer of Credits and Grade Conversion

- To benefit fully from the Erasmus exchange and to obtain full recognition upon return, you need to prepare your stay in advance (LA)
- At the host university you will study a full time curriculum in subjects relevant to your OzU degree. These must be validated by your Program Coordinator in your LA. **You are expected to take 30 ECTS/term.**
- Receive approval from your program coordinator, otherwise credits and grades will not be converted into OzU credits and grades upon return.
You can't make special requests to exclude courses/credits from being transferred.
- If there are changes to your classes when you arrive to host institution you must contact your Program Coordinator immediately and get approval by email regarding the changes.
- No credit will be transferred until we receive an official transcript from the host institution (it might take up to 8 weeks). Soft version of transcripts sent directly by the host institution's International Office may suffice.



Academic Culture

- There might be different expectations with regards to written work, class types /sizes, modes of assessment etc.
- Be prepared for different styles of teaching.
- Research academic guidance on the host institution website
- Read any orientation materials from your host institution carefully.
- Do not make assumptions based on your experience at OzU – get help when you are in doubt.



Accommodation

Many universities offer on-off campus accommodation. Some of them may assist you in finding suitable private accommodation.

- Accommodation arrangement is **your responsibility**.
- Housing application **deadlines/procedures**
- Make a research on **student recommendations**
- If you decide to look for private accommodation, consider the following:

Price? (Does it include bills? If not, what are the bills for?)

Location? (Is it near your classes? If not, what are transport costs?)

Area? (Is the area safe? Do other students choose to live there?)



Visa & Residence Permit

Visa and residence permit info are provided by the host institutions and the Embassies/Consulates.

1. Check host institution's international office website
2. Check consulate/embassy webpages for necessary docs.
3. **Acceptance Letter** from host institution
4. **Visa Support Letter** by OzU International Office
5. **Health insurance policy**, financial support letter*, etc.
6. Make an appointment for visa application
7. Residence permit is usually taken once you arrive at the host country (with exceptions like Finland, the Netherlands, etc.)



Health Insurance Policy

- Health insurance policy requirements are different in each country. In order to avoid surprises, please follow the **instructions by host institutions/immigration office**.
- If you're secured by the [Turkish Social Security Institution](#), you may benefit from this if there is a bilateral agreement between Turkey and your host country. Contact SGK offices for details and apply directly to SGK. (**student certificate and support letter from OzU is required.**)
- Travel Health Insurance may suffice to get a visa but it may not cover your needs along your stay if an emergency situation occurs. You must purchase a **valid insurance policy that covers your whole study period** and specifically states that your purpose of stay is **studying abroad as an exchange student**.
- According to the E+ grant agreement, health insurance copy **must** be provided. Liability and accident insurance policies are **optional** for study purpose.



Safety

- Take a copy of your passport and keep it in a different location from your original.
- Program emergency contacts into your phone and keep it charged. Keep a hardcopy of emergency numbers and important websites.
- In some countries, photographing police, military or government buildings or monuments can get you into trouble.
- Keep your distance from any large political demonstrations.
- Show respect for cultural, political, social sensitivity.
- If there is a security concern in your locale, contact your family/school asap to inform them about your health and security.



Online Linguistic Support

- The Online Linguistic Support ([OLS system](#)) provides Erasmus+ participants with the opportunity to assess their knowledge of the language they will use to study, work or volunteer abroad.
- The OLS gives to a number of participants the possibility to follow an online language course to improve their competences.
- OzU International Office will subscribe you to the EC system. You will receive your account information and log in details by email and **will take 2 assessments: before and after the mobility**
- It's an obligation for all exchange students. You commit to taking the assessments and following the online language courses by signing the Erasmus+ mobility grant agreement.



ERASMUS+ GRANTS

- OzU will fund **max. 4 months** of the study abroad period. If your study period is between 3 - 4 months, you will be funded for the exact duration of your academic stay. If it is longer than 4 months, you must acknowledge that **you will not be funded more than 120 days**.
- Please don't forget that grants will **fund you partially**, and you will need additional resources for essential living expenses.
- The money transfer will be made in **two installments**. The students will need to provide **a Euro draw account in a Turkish bank**.
- %70 of the grant amount will be paid **when you get your visa** (before the mobility) and %30 will be paid if/ when the Erasmus exchange student **fulfills the academic responsibility**. (after the mobility)
- Deadline to submit your full set of document **5 August 2019 for Spring term outgoing students**. Those who don't, will not be able to receive the remaining amount of the Erasmus+ grant.
- Please be patient and check your account frequently.



Countries	Study Mobility Monthly Grant
Denmark, Finland , Ireland, Liechtenstein, Norway , Sweden , United Kingdom , Luxembourg, Iceland, Belgium , Southern Cyprus, Germany , Greece , Austria, the Netherlands , Portugal , Malta, Spain , Italy , France	500 €
Bulgaria, Estonia , Hungary , Latvia, Lithuania , Poland , Romania, The former Yugoslav Republic of Macedonia, Slovakia , Czech Republic , Slovenia , Croatia , <i>Turkey</i>	300 €



Erasmus+ Hibesi - Erasmus Uygulama El Kitabı

- Öğrencilerin faaliyet süreleri ve hibeleri, faaliyet başlamadan önce tahminî olarak hesaplanır. Faaliyet sona erdikten sonra gerçekleşen kesin süreler ve hibeler tekrar belirlenir.
- Faaliyete başlamadan önce yapılacak planlamada gidilecek kurumdaki akademik takvim, öğrencilerin kabul mektuplarında yer alan süreler, önceki yıllarda ilgili kurumda gerçekleşen faaliyetlerden edinilen deneyimler gibi mevcut bilgi ve belgelere göre faaliyet süresi öngörerek belirlenir. Kesin faaliyet süresi, katılım sertifikasında bulunan faaliyet başlangıç-bitiş tarihleri ve gerekli görülürse pasaportta yer alan giriş-çıkış tarihlerine göre “Hesaplama Aracı” kullanılarak hesaplanır.
- Öğrencilerin faaliyet süreleri kısmen hibelendirilebilir veya faaliyet tamamen hibesiz yani “sıfır hibeli” öğrenci olarak gerçekleştirilebilir. **Faaliyet süresi öğrenim hareketliliği için 3 aydan kısa olamaz.**
- Hareketlilik aracında başlangıç-bitiş tarihleri girilerek ve varsa kesinti süreleri çıkartılarak hesaplanan faaliyet süresinin 3 ay olan asgarî süreyi karşılaması gerekmektedir. Örneğin; 2 ay 25 gün sürdüğü hesaplanan bir faaliyet, öğrencinin erken dönmesini zorunlu kılacak bir mücbir sebep yoksa, asgarî faaliyet süresi şartına uygun olmadığı için **kabul edilmez.**



Erasmus+ Hibesi - Erasmus Uygulama El Kitabı

- Öğrencilerin ödemeleri, standart öğrenci sözleşmesinde yer aldığı üzere, %70 ve %30 oranında 2 taksitle Avro cinsinden yapılır. Faaliyet dönemi sonunda **öğrencinin ilgili tüm belgeleri UO'ya teslim etmesi ve çevrimiçi AB anketini doldurması, OLS ikinci sınavını tamamlaması** mali desteğin geriye kalan kısmının ödenmesini talep etmesi olarak kabul edilir.
- Öğrencinin öngörülen hibelendirme süresinden daha kısa süre ile faaliyet gerçekleştirmesi halinde, **hesaplanandan daha fazla ilk ödeme yapılmışsa, fazla miktarın öğrenciden iadesi istenir.**
- Üniversite, sorumluluklarını yerine getirmeyen ve/veya başarısız (20/30 AKTS'den başarılı olunmalıdır) öğrenci hibelerinde kesinti yapabilir. **20 AKTS'nin altında dersten başarılı olan öğrencilere 2. hibe ödemesi yapılmaz.** Ve gerçekleşen hareketlilik süresine bağlı olarak yapılan 1. hibe ödemesinden de iade talep edilebilir.
- İlk planlamada ödeneceği öngörülmesine rağmen ödenmeyen ve/veya ödendikten sonra öğrencilerden geri istenen tutarlar, Merkez'e (Ulusal Ajans'a) iade edilir.



20 AKTS altında kalan ve öğrenim süresi planlanan tarihlerden daha kısa olan bir öğrenci için örnek hesaplama:

Öngörülen Öğrenim Tarihleri: 6 Şubat – 5 Haziran 2019

Öngörülen Öğrenim Süresi: 4 ay

Gidilen Ülke: Almanya – aylık 500 € hibe desteği

Öngörülen Toplam Hibe: 2.000 € (Avrupa Komisyonu Hesaplama Aracı ile otomatik olarak belirlenir.)

Öngörülen Süreye Göre 1. Hibe Ödemesi (%70) = 1.400 €

Öngörülen Süreye Göre 2. Hibe Ödemesi (%30) = 600 €

Gerçekleşen Öğrenim Tarihleri: 6 Şubat – 20 Mayıs 2019

Gerçekleşen Öğrenim Süresi: 105 gün (3 ay 15 gün)

Ödenecek Toplam Hibe: 1.750 €

Hak edilen Toplam Hibe: (%70) 1.225 €

İade yapılacak meblağ, yapılan 1. hibe ödemesi ile hak edilen toplam hibenin %70'nin farkı alınarak hesaplanır: Örneğe göre bu miktar **1.400 - 1.225 = 175 €**



F.A.Q.

- **Can I make travel arrangements yet?**

We would recommend waiting until you receive an acceptance letter from the host university. Remember to check the dates of any orientation or pre-registration activities.

- **Do I need a student visa? – I have a green passport! YES!**
- **What are the reasons for the mobility grant being cut or money being asked back?**

Not fulfilling academic responsibilities, early return, etc.

- **What if I need to come back to Turkey before the end of exchange?**

You must have a valid excuse! if you receive grants, you may be asked to return the whole amount back to the University. Depending on the timing, you may not be able to register for classes at OzU upon early return, too.

- **Can I travel outside of my exchange destination?**

*We recommend waiting until you have a valid residence permit in the host country. Student visa may **not** give you multiple entrance to Schengen states! Check with host institution's IO for national rules. (Countries like Finland and the Netherlands issue permits before the mobility for instance.)*



Preparation Checklist

You may find the **checklist** for whole process [here!](#)



1. **Mind the deadlines!**
2. **Application - Online or Hard Copy** Send a copy to IO
3. **Learning Agreement / signed by OzU program coordinator**
4. **Apply for Passport.** It should be valid for 6 months beyond the end of exchange! If you will get a Student Passport (harçsız öğrenci pasaportu) apply to the Student Services.
5. **Transcripts and Language Proficiency Reports** from the OzU IO
6. **Student visa regardless of passport type**
7. **Accommodation / Travel Arrangements**
8. **Follow up with the host institution's correspondence.**



Important Notes / Reminders

- Taking the responsibility of **YOUR** exchange study
- Taking a close look at **partner institution's webpage/deadlines**
- Being partners does not mean everything will be the same!
- Talking to former OzU students and incoming students. –
If you don't know any student, please get in touch with our office.
- Knowing well whom to contact at the host institution
- **Country/institution specific costs** (ie Sweden, Norway, Germany, etc.)
- We have no housing responsibility OR control of the housing offices. Partner institutions' IO may not have control over these facilities, too.
- Getting involved with the ESN /International Student Body while studying abroad.
- OzU Exchange Programs Directive is to be approved soon. The final document will be communicated to all respective parties asap.





As a returnee

- Volunteer to be a buddy student and get involved in Erasmus Student Network (ESN) related work.
- ESN OzU is active: <https://www.facebook.com/esnozu/>
- Check ESN Studying and Training Abroad
- Share your experience with students applying for next year exchange students



erasmus



Thank you & Good luck!

Contact us:

international.relations@ozu.edu.tr

