



## INFORMATION BOOKLET FOR STUDENTS SELECTED FOR THE SCOPE OF ERASMUS MOBILITY FOR STUDIES

1. The information presented in this handbook should be read carefully by the students.
2. Information on issues not specified or understood in the handbook will be given primarily by e-mail and web page; It will be provided by telephone only in emergencies.
3. The Erasmus Office should be contacted via [outgoing@yeditepe.edu.tr](mailto:outgoing@yeditepe.edu.tr).
4. Transactions must be made in the order given below.

### BEFORE MOBILITY

- It is mandatory to attend the Orientation program organized by the Erasmus Office before mobility. Information about the general process and documents described in this booklet and the Orientation program will not be provided individually.

#### i. Nomination to partner universities

- After placements, students are nominated to partner universities by the Erasmus Office.
- The partner university guides the students about the application process.
- ATTENTION !
  - Carefully review the partner university's application deadline, course schedule, academic calendar and the documents you need to send. It is the responsibility of the students to deliver the relevant application documents to the partner university in a timely and complete manner.
  - At the application stage, determine the courses to be taken and to be matched by consulting the Department Coordinator in the "Before Mobility" section of the Learning Agreement for studies document and complete all the signatures.  
The courses to be taken and matched during the activity period are expected to be 30 ECTS (+/- 2) per semester.



- Search for accommodation options; if you will be staying in the dormitory of the relevant university, fill in the Dormitory Application Form on time and send it to the partner university.
- If requested by the host institution, you can request a language certificate (proving your language proficiency level) from the English Preparatory School or Foreign Languages School.
- If requested by the host institution, you can request a nomination letter from Erasmus Office.

## **ii. Passport and visa**

- From the consulate of the country you are applying for a visa, check how long you need to have a passport with at least validity and get your passport with the desired duration.
- Find out from the Consulate / Embassy / Intermediary Company which documents are required for the Student Visa application and start preparing the documents. You cannot apply for a visa without the acceptance letter sent by the partner university.
- Submit the letter of acceptance from the partner university to the Erasmus Office and request the visa / grant letter required for your visa application from the Erasmus Office 10 working days before the visa application appointment, by e-mail.

## **iii. Grant Agreement**

- A Grant Agreement must be signed with all (with or without grant) students. Grant payments cannot be made to students whose grant agreement is not signed.
- The grant amount specified in the grant agreement is calculated by taking into account the academic calendars of the partner universities where the students are placed. The course start date of the academic calendars and the end day of the final exams are taken as a basis. For the orientation days, if any, a maximum of seven days is included in the total duration.
- In order for the grant contract to be prepared by the Erasmus Office, the following documents should be prepared and uploaded to the KION system.
- Letter of acceptance from the partner university



- Learning agreement for studies: Prepare the "Before Mobility" section with the Erasmus Department Coordinator and upload it to KION after completing all signatures.
- Health Insurance: must cover the activity dates.
  - Students with General Health Insurance (SGK) can complete their insurance procedures with a document they will receive from SGK, if they are studying in contracted countries. Get information from SGK for contracted countries.
  - Students who need to have private health insurance should take out Educational Purpose (Student) Travel Health insurance.
  - Partner universities or Consulates can request Health Insurance in different scopes. If the required coverage covers the required coverage, it can be used for the grant agreement.
- Complete the OLS exam: OLS (Online Linguistic Support) is an application created by the European Commission that aims to support students' foreign language development and to measure this development. According to this practice, students who will continue their education abroad within the scope of the Erasmus Program have to take the online language exam before and after the mobility. In order to take the exam, your information will be entered into the system by the Erasmus Office and a link will be sent to you. Exam result document does not have to be uploaded to KION.
- Yapı kredi Euro account: Upload the page showing the account information to KION.

#### **iv. Yeditepe University Procedures**

- Make sure that you have completed all procedures regarding your student registration during your mobility period. It is not possible for students to freeze registration for the time they will spend abroad. Registration and tuition fees are paid to the institutions where the students are registered, no registration or tuition fees are paid to the institution of destination.
- Fill in the "Deanship Petition" in the "Forms" section on our website to inform the Faculty/Institute/School that you are enrolled in and submit it to the relevant secretariat together with the Learning agreement for studies.



## DURING MOBILITY

- If you need to make any changes on the approved courses prior to the mobility, first consult the Department Coordinator, then fill in the "during mobility" / "Changes" page (add / drop) in the Learning Agreement and inform the university officials you are visiting and the Yeditepe Department. Get the signatures from your Coordinator and the Dean's Office or Institute signatures.
- If you want to extend your mobility to the spring term, first send the signed version of the "Extension Form" on the website to the Erasmus Office. Afterwards, send the letter of acceptance you will receive from the partner university for the spring term, the Learning agreement for studies including spring term courses, and health insurance to the Erasmus Office. Grants can be allocated to students who extend the semester only on condition that the budget allows. The mobility period can be extended without a grant.

## AFTER MOBILITY

- Complete the following documents / procedures after the activity.
  - Certificate of Participation (Duration Sheet): Get the signature from the Erasmus Office of the partner university and upload it to KION on the participation document that includes the dates of stay / academic term at the end of the activity.
  - Upload the "Before, During, After" parts of the learning agreement for studies document to KION with the signatures completed.
  - Upload the partner university transcript to KION. (usually sent by the partner university by mail after the activity.)
  - Complete the second test of the OLS system: it will be sent automatically by the system.
  - Participant survey: complete the online questionnaire sent by the European Commission Reporting System after all return documents have been completed.
  - Submit the transcript and the learning agreement for studies document (all fields) obtained from the partner university to the Faculty / Institute / School secretariat for course adjustment.
- The grant calculations after the return are made according to the dates in the participation document (duration sheet). If the grant earned during the stay is less than the first payment, the difference is requested to be refunded, if it is more, the remaining amount is paid to the student.



- Students are expected to be successful in at least ½ of the total ECTS they receive at the partner university. The grant of students who fail to meet the required success criteria is deducted by 20% from the total progress payment calculated after the activity.
- If it is determined that the academic failure (0 ECTS gain) is caused by students not taking any course / exam, the entire grant is requested to be refunded.
- A full refund is required if no post-mobility document or documents proving participation in the mobility (certificate of participation or transcript after return) are not completed in accordance with the announced dates.
- 20% deduction of the total progress payment of the students who did not complete the participant survey; 5% deduction is made from the total progress payment of the students who do not complete the OLS exam.
- Additional research has been deemed necessary in cases where it is clearly known that the start-end date of the activity on the duration sheet does not include the actual dates or that the student leaves the institution (city / country) where he / she is a guest, except on official holidays, that is, on the dates when the education or internship should continue under normal conditions, and If it is determined that the student has been leaving the host institution for more than 7 (seven) calendar days (including weekends), no grant payment is made for the total number of days apart. If payment has been made before, a refund of the payment is requested.

## **ESN YEDİTEPE - ERASMUS STUDENT NETWORK**

Within the body of the International Students Society (YISS), ESN Yeditepe aims to assist students who come to Yeditepe University within the Erasmus-Exchange programs in administrative processes; It provides the promotion of our university, city and country; It organizes various activities to accelerate the adaptation of the students and to ensure that they have a pleasant time.

If you want to be in this communication network after your activity, you can reach ESN Yeditepe at [esnyeditepe@esnturkey.org](mailto:esnyeditepe@esnturkey.org) .