

Get out there!



The world is waiting.

Erasmus+ Study Mobility

Orientation Program



Main Duties of International Exchange and Cooperation Office

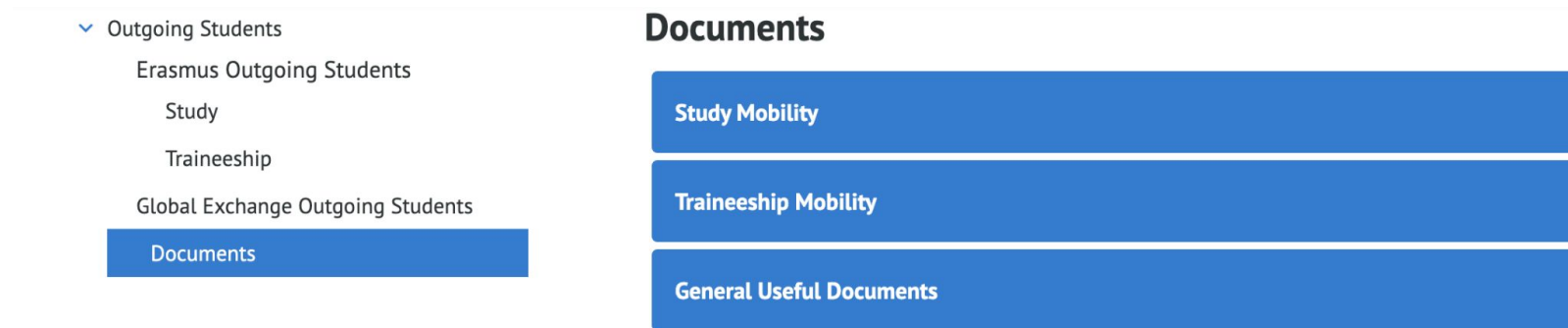
- Following Erasmus+ KA131/KA171 project application calls and applying for projects.
- Carrying out and reporting incoming and outgoing student and staff processes.
- Keeping track of student and staff documents and payments.
- Providing operational support during the inter-institutional agreement process.
- Organizing information seminars and orientations.
- Managing budget.
- Representing the institution at domestic and international meetings and fairs.



Please REMEMBER








- ❑ All documents are announced on the web site.

<https://international.yeditepe.edu.tr/global-study-programs/outgoing/forms>



- ❑ You need to use the orientation presentation, the handbook and web site always as guidance, before asking to the Office.

You can see the documents that need to be uploaded to KION on KION

Approval Status	Document Name	Description	Required		
2022-2023 Öğrenim H. Evrakları (Upload Waiting: 7)					
Upload Waiting	Health Insurance	COPY OF HEALTH INSURANCE POLICY	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	La		<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	Learning Agreement	LA BEFORE THE MOBILITY - MUST BE FULLY SIGNED & STAMPED	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	Letter Of Acceptance	ACCEPTANCE LETTER SENT BY PARTNER UNIVERSITY	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	Other	PARTNER UNIVERSITY ACADEMIC CALENDAR	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	Photocopy Of Passbook	Copy of the Yapı Kredi Euro Bank Account Book	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	Photocopy Of Visa	In order for us to prepare your grant agreement and start the payment pr...	<input checked="" type="checkbox"/>	 Upload	
AFTER THE MOBILITY (Upload Waiting: 4)					



- ❑ You need to inform the Office negative/positive process' about your mobility.



Before Mobility

1. Nomination and application
2. Passport and visa
3. Documents Yeditepe & Grant agreement
4. Yeditepe Procedures





1. Nomination and application

- Erasmus Office nominates placed students to the partner universities.
- Partner universities inform students about application. **(Please consult to the partner university about their application processes !)**
- 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.

1. Nomination and application

- 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.

1. Nomination and application



- Learning Agreement for studies
- 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.**

Fill up electronically

Learning Agreement - 1

BEFORE THE MOBILITY PART

- In **Table A**, the courses which will be taken at the partner university and their ECTS credits have to be written. In **Table B**, the equivalents of the courses at YEDİTEPE and their total credits have to be written.
- The courses which will be taken at the partner university and their equivalents at YEDİTEPE do not have to be totally equivalent. **Instead, it is important that the total number of credits on Table A and Table B should match (30 ECTS both).**



Learning Agreement - 2

BEFORE THE MOBILITY PART

- Since the document is a Word document, you can duplicate the bars as you wish on which you will write your courses.
- For the ‘**Language Competence of the Student**’ you can choose ‘B2’.
- After choosing the language competence the «**Commitment**» should be completed.



Learning Agreement - 3

BEFORE THE MOBILITY PART

- The '**Commitment of Three parties**' part should be signed by the student, the department coordinator, Dean (for bachelor students)/Enstitute Managers (*for master and PHD students*) at **Yeditepe** and by the coordinator at **the partner university**. The document has to be stamped by both universities.
- This document is accepted in scanned version (means you can collect signatures and send the final version via e-mail 😊)
- This document has to be submitted to the Erasmus Office fully signed and stamped before the mobility.



1. Nomination and application



■ Online Learning Agreement -

Access link:

<https://www.learningagreement.eu/>

You can log in to the system with just your **Google** accounts.

learning-agreement.eu/user/login

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

Log in with Google

Log in with your academic credentials (eduGAIN)

it.auth ESN Erasmus Student Network EUF EUROPEAN UNIVERSITY FOUNDATION Co-funded by the Erasmus+ Programme of the European Union

Privacy Policy and Terms and Conditions We encourage you to review the documentation and let us know if you have any questions.

RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS



Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

ACCESS YOUR LEARNING AGREEMENT

My account

VIEW

EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

 I have read and agree to the Terms and Conditions and Privacy Policy *[Terms and Conditions and Privacy Policy](#)

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

[Create New](#)



Academic year *

2020/2021

Sending

Sending Institution

Country *

Turkey x

Name *

Faculty/Department

Address *

Erasmus Code *

TR ISTANBU21

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

France x

Name *

AUDENCIA BUSINESS SCHOOL x

Faculty/Department

Political Sciences

Address *

Nantes

Erasmus Code *

F NANTES12

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Preliminary LA

Planned start of the mobility *

dd.mm.yyyy



Planned end of the mobility *

dd.mm.yyyy



Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

- Select a value -



The level of language competence *

- Select a value -



Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels->

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Introduction to International Relations

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

INT 101

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

5

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *

Second semester (Summer/Spring) ⇅

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

<https://www.audencia.com/en/>

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

English

The level of language competence *

B1

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Introduction to International Relations

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

PSIR 105

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

5

Semester *

Second semester (Summer/Spring) ▾

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table B

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Foreign Policy

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

PSIR 305

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

7

Semester *

Second semester (Summer/Spring) ▾

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.



Academic year *

2023/2024

- *This field will be filled if there is any online learning, training or teamwork.*
- *If not, you can skip it.*

Table C

No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as *http://example.com*.

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

A rectangular box containing a handwritten signature in black ink. The signature is stylized and appears to be 'Su.'.

Clear

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Yeditepe University	AUDENCIA BUSINESS SCHOOL	Signed by Student and sent to the Sending HEI	Tue, 12/15/2020 - 11:45	View Download PDF



Online Learning Agreement - Progress Update

Gelen Kutusu x



Online Learning Agreement <no-reply@learning-agreement.eu>

Alici: ben ▾

Dear Student,

Your Online Learning Agreement has been signed by the Sending Higher Education Institution. It has now been sent to the responsible person at the Receiving Higher Education Institution for review.

Login at www.learning-agreement.eu [1] to view your Learning Agreement.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] www.learning-agreement.eu

Learning Agreement

You **must add** DEAN's/Institute Manager's signature to the **COMMITMENT** section.

Documents without missing signature **are not accepted !!**

Digital signature/e-signature is **accepted.**



1. Nomination and Application

- After completion of application, partner university sends the **Acceptance Letter**.
 - This duration is up to partner universities' academic calendars.
- After arrival of acceptance letters, you can start the visa process.



2. Passport and Visa

- Passport (For students with Turkish citizenship)
- Students under the age of 25 are exempt from fee.



You need to take a student certificate from Student Affairs.

- Validity period of the passport
 - Ex: min. 1 year passport for 6-months mobility
 - Consult to the Consulate

2. Passport and Visa

- Visa
- Which documents are needed for visa?
 - not the same in each country.
 - You need to consult to the Consulate or the company to learn and prepare the documents.
- Visa letter: It shows that you are a Yeditepe Uni. student, will be going to Erasmus Mobility and will receive grant.
 - It will be given after you send the acceptance letter (sent by the partner) to Office by Office.
 - You need to ask for that letter from the Office 10 days before your visa appointment.



3. 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.
- In order for the grant contract to be prepared by the Erasmus Office, the documents should be prepared and uploaded to the KION system.



This document will be prepared by Erasmus Office..

Documents and Procedures for Grant agreement



- Acceptance letter sent by partner uni.
- Learning agreement for studies : prepare its “Before Mobility” part with your Erasmus Departmental Coordinator, and upload it to KION with all signatures.

Documents and Procedures for Grant agreement

- Academic Calendar (partner uni.)
- Health insurance
- Yapikredi Euro account
- Passport page where you get visa approval or flight ticket *(For students whose visa has not been approved yet)*



3. Documents and Procedures for Grant agreement

Health Insurance



- Cover the mobility period.
- More extended ‘**Student Travel Health Insurance**’ or “**Education Travel Health Insurance Policy**’
- Some insurance companies: **ALG, Sompo, AXA, Ziraat**
- Students who will go to Germany can submit the copy of **AT11** document to the embassy and students who will go to Czech Republic can give the **CZ111** document to the embassy. Students can get the Erasmus participation document which is necessary to give to the **Social Insurance Institution** from the Erasmus Office.
- If the insurance requested for the visa or requested by the university to be visited covers these criteria, it is also accepted for the grant contract.

3. Documents and Procedures for Grant agreement

- Yapı kredi Euro Account information
- Passbook or any document with account information must be uploaded to KION.
- A joint account (with a family member) can be opened.



4. Yeditepe Procedures

- Make sure that you have completed all procedures regarding your student registration during your mobility period.
- You **MUST NOT** freeze registration for the time they will spend abroad.
- Deanship Petition



4. Yeditepe Procedures Deanship Petition

The template which can be found via Erasmus Office web site has to be filled, signed and submitted to the departments' own student affairs. The courses will be taken at the partner institution have to be attached to this petition.

Tarih

T.C. YEDİTEPE ÜNİVERSİTESİ

.....FAKÜLTESİ

DEKANLIĞI'NA

Fakülteniz.....Bölümü,

.....Numaralı öğrencisiyim.

20.. - 20.. Akademik Ders Yılı'nın Döneminde değişim programı kapsamında

.....' daÜniversitesi'ne gitme hakkını elde ettim.

Gideceğim üniversitede almayı planladığım derslerin bir listesini ekli çizelgede sunuyorum.

Bu dönem için Üniversitemizden izinli sayılmam ve orada alabileceğim ders notlarımdan ve kredilerimden hangilerini transfer edebileceğimin belirlenerek tarafıma bildirilmesi için gereğini saygılarımla arz ederim.

Adı, Soyadı :

Bölümü :

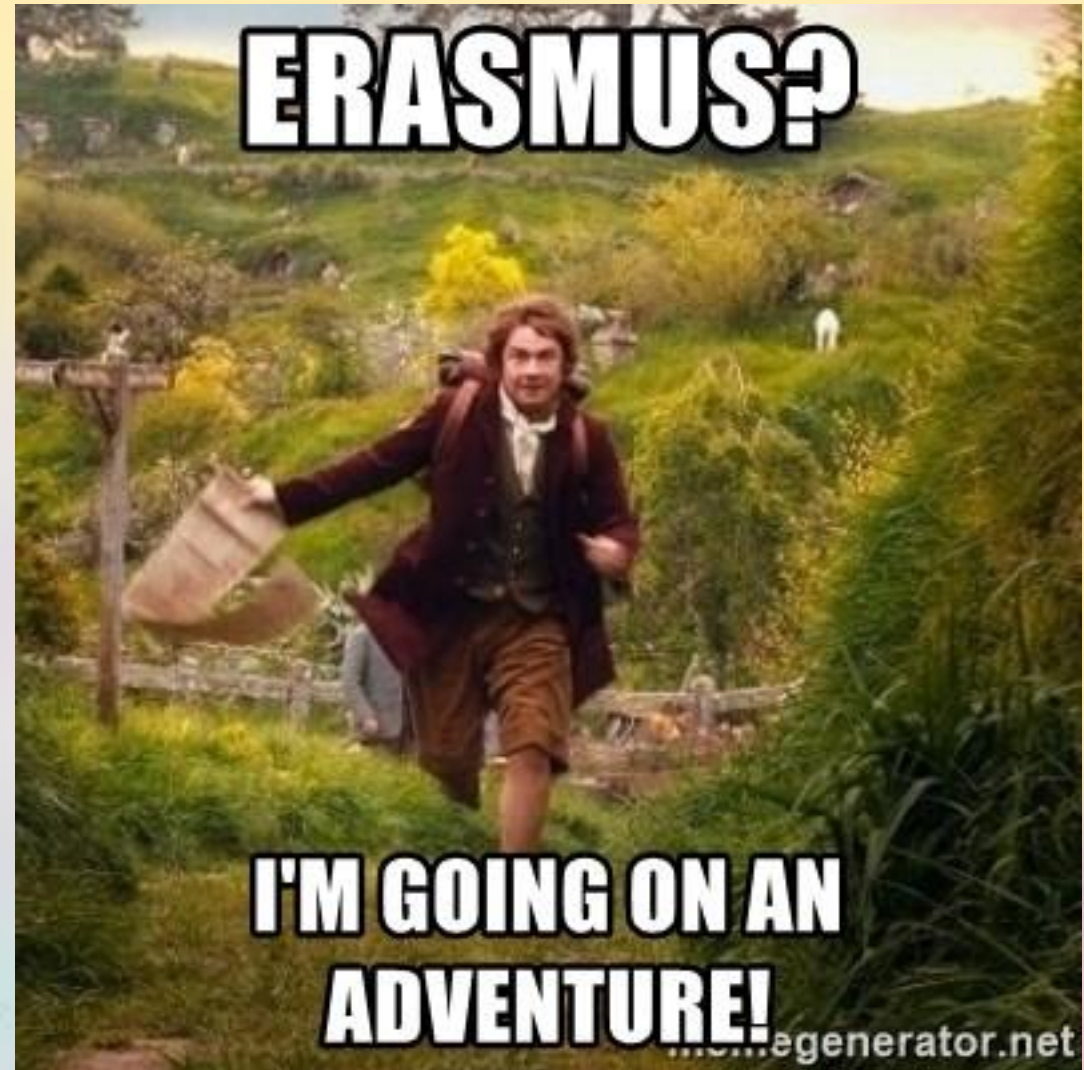
Fakültesi :

Numarası :

İMZA

During Mobility

1. Certificate of Attendance
2. LA – During Mobility



Grant Agreement

- The first two tables should be filled, signed by the host and sent to the Office.



ERASMUS+ DURATION SHEET

It is hereby certified that

Mr./Ms. _____ from YEDITEPE UNIVERSITY

was enrolled as an Erasmus student at our institution:

ID code of the host institution _____

To be completed by the host institution:

From ____ / ____ /20____ (orientation starting date/first day of courses)

Name of signatory _____

Function _____

Date: _____

Signature and stamp

To be completed by the host institution:

To ____ / ____ / 20____ (last day of exams)

Name of signatory _____

Function _____

Date: _____

Signature and stamp

Learning Agreement - 1

DURING THE MOBILITY PART

- If the student makes a change about the courses she/he has chosen before, she/he is obliged to fill in the 'during the mobility' part of the Learning Agreement. This document is not needed unless there is a course change in the partner institution.
- Also on this sheet the name and surname of the student should be specified.
- Here on **Table A2**, the boxes that are related to courses which are dropped and added should be checked and ECTS credits of the added courses must be written. On **Table B2**, the new added courses' equivalents at YEDİTEPE and their total ECTS credits should be written.



Learning Agreement - 2

DURING THE MOBILITY KISMI

- The 'Change Responsible Persons' part should only be filled IF THERE IS A CHANGE IN THE RESPONSIBLE PEOPLE.
- The '**Commitment of Three parties**' part should be signed by the student, the department coordinator, Dean (for bachelor students)/Enstitute Managers (*for master and PHD students*) at **Yeditepe** and by the coordinator at **the partner university**. The document has to be stamped by both universities.
- DO NOT BRING A SINGLE SIGNATURE PAPER, SIGNATURES AND INFO SHOULD BE ON THE SAME PAGE





Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender: [Male/Female/ Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	YEDITEPE UNIVERSITY		TR ISTANBU21	İBBÜ, Mah. Kavusdağı Cad. 326A 26 Ağustos, Yeniceşimi 34755 Ataşehir - İstanbul	TURKEY	TUGBA GUVEN SELIN CILINGIRYAN intoffice@yeditepe.edu.tr	
Receiving Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

During the Mobility

Exceptional changes to Table A
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ⁶	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ⁷ at the Sending Institution					
Faculty Dean's Signature					
Institute Manager's Signature (For Master and PHD Students)					
Responsible person at the Receiving Institution ⁸					



Equivalences of added – deleted courses shall be written.

If there is no change in the equivalences then write NO CHANGE to the first line.

Table B should not be empty.



Commitment – Commitment Part has to be in one page. Fully signed document has to be submitted to the Erasmus Office.

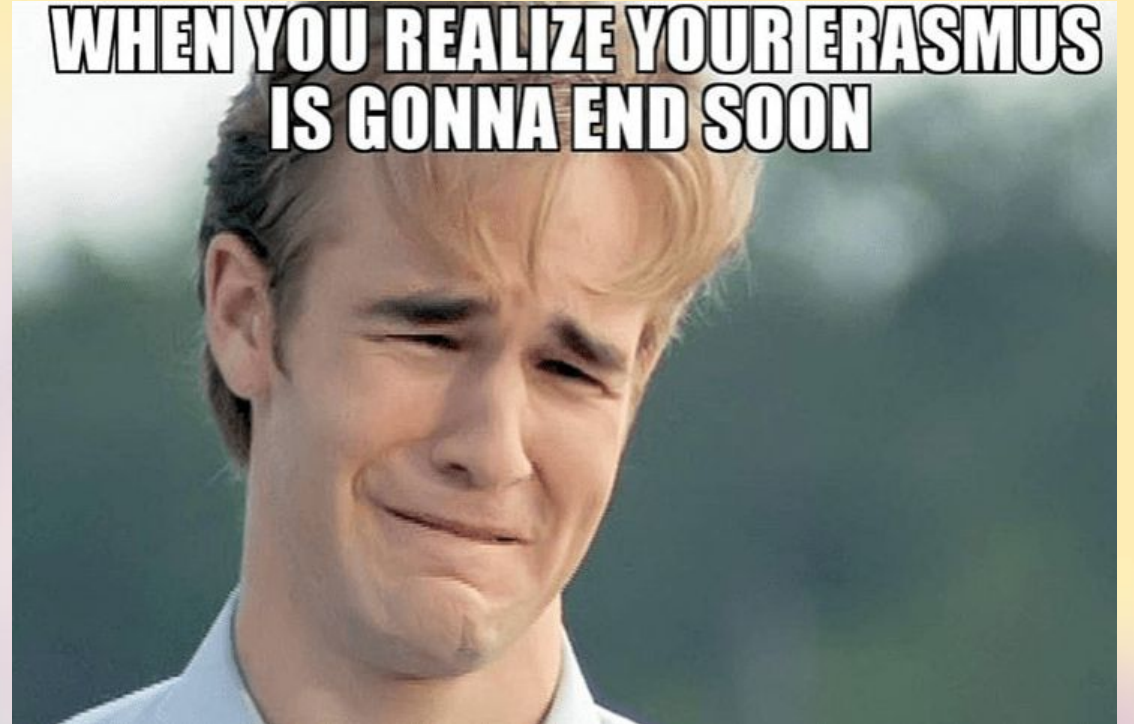


Commitment					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ⁷ at the Sending Institution					
Faculty Dean's Signature					
Institute Manager's Signature (For Master and PHD Students)					
Responsible person at the Receiving Institution ⁸					

After Mobility

1. The documents you need to complete
2. Grant payments

WHEN YOU REALIZE YOUR ERASMUS IS GONNA END SOON



1. Learning Agreement

AFTER THE MOBILITY PART

- Name and surname of the student have to be specified again.
- It is a document which consists two part and it has to be prepared at the end of the mobility.
- **In Table C**, all the courses that the student has passed and/or failed and their credits have to be written.
- **Table D** is for the Yeditepe equivalences of the courses completed at partner institution.
- Both Yeditepe and partner institution signatures have to be completed.

Documents-procedures to be completed



After

Learning Agreement Student Mobility for Studies



After the Mobility

<i>Transcript of Records at the Receiving Institution</i>					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
All completed courses (including passed and failed ones) have to be written.					
				Total: ...	
<i>Transcript of Records and Recognition at the Sending Institution</i>					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)	
Please write the equivalences of the courses at Yeditepe					
				Total: ...	
<i>Commitment</i>					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹ at the Sending Institution					
Faculty Dean's Signature	Write the responsible persons names and have signature				
Institute Manager's Signature (For Master and PHD Students)					
Responsible person at the Receiving Institution ²					



After

2. Transcript of Records

A.k.a: ToR

Transcript of Records is the document that shows the grades of the courses which student completed at the partner university. It is prepared and given to the student by the partner university.

52

Transcripts are usually sent to Yeditepe Erasmus Office via e-mail first and then regular post.

Documents-procedures to be completed

Once the original document arrives to the Office, the student will be informed via std.yeditepe.edu.tr e-mail address by sending an e-mail which says «*Your original transcript has arrived to Office, come and pick it up*»

3. Duration Sheet


E-signed

documents are

accepted, can be

sent via email as

well.

 Yeditepe University International Office
26 Ağustos Yerleşimi Kayışdağı Cad. 34755 Ataşehir, İstanbul, Turkey Tel: +90 216 578 0604
intoffice@yeditepe.edu.tr <http://international.yeditepe.edu.tr>

ERASMUS+ DURATION SHEET

It is hereby certified that
Mr./Ms. _____ from YEDITEPE UNIVERSITY
~~was~~ **was** enrolled as an Erasmus student at our institution:

ID code of the host institution _____

To be completed by the host institution:
From ____ / ____ / 20 ____ (orientation starting date/first day of courses)
Name of signatory _____
Function _____
Date: _____ Signature and stamp

To be completed by the host institution:
To ____ / ____ / 20 ____ (last day of exams)
Name of signatory _____
Function _____
Date: _____ Signature and stamp

Documents- procedures to be completed



Documents-procedures to be completed

6. Participation Report / Survey

- Information of the students who completed all mobility documents will be transferred to European Commission system.
- System automatically will send a link for the **compulsory final survey** and need to fill it out online.
- The students who receive the link for the final report are obliged to fill out the online survey prepared by the Commission. For having the rest of the grant, this survey has to be completed.
- **Important:** for being able to transfer your data to the system, all mobility documents have to be true and completed including online exams



Documents-procedures to be completed

OTHER

Once all documents and procedures are completed, the remaining grant payments begin.

For course adjustment: Submit the transcript and learning agreement for studies document (all fields) obtained from the partner university to the faculty / institute / school secretariat for course adjustment.



Grant Calculations and Payments

- 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 orientation/course start date of the academic calendars and the end day of the final exams are taken as basis.** For the orientation days, if any, a maximum of seven days is included in the total duration.
- $(\text{Monthly grant} / 30) * \text{Number of days} = \text{total grant}$
- For example: $(600/30=20) * 120 = 2400$ Euro
- First payment: 80% of the total grant
- Second payment: the difference between the first paid and total progress amount after returning

Grant Payments



- All these documents and procedures must be completed in order for the activity to be deemed complete and the payment of the remaining grant (if any).
- 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.

For example: 120 days grant 2400 Euro

First payment (80%): 1920 Euros

Total mobility period: 100 days

Grant deserved: 2000 Euro

Amount payable: $2000 - 1920 = 80$ Euros

Note: If the first paid grant is more than deserved, the **refund of the difference is requested.**

Grant Payments Criteria

- ❑ 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 grant** 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.



Grant Payments Criteria



- ❑ **20% deduction** of the total progress payment of the students who did not complete the **participant survey**
- ❑ 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.

IMPORTANT POINTS

- The minimum mobility period is 60 days.
- Mobilities under 60 days **cannot/will not be accepted** as Erasmus+ mobility.
- If a student has to **come back early** than planned mobility period because of any **force majeure** (*health problems, natural disasters etc.*) grant for the period student stayed in the partner country is **re-calculated and given to the student**. If the paid – estimated - grant is more than deserved final grant, **reimbursement is asked** as much the difference.
- Students has to obey the laws and the rules of the partner country during their mobility period.



Erasmus+ Study Mobility Important Facts

- Academic matters are under the authority of your department coordinator. You must contact your coordinator regarding academic matters.
- It is important to learn about the courses that will be offered that semester at the school you choose, their language and their suitability for you.
- It is important to research the academic calendar and application deadlines of the university you will attend on that school's website.
- It is the student's responsibility to apply to the partner institution. Please pay attention to deadlines.
- Partners should be asked for help on issues related to the partner (application to the institution, accommodation, documents required by the institution, etc.).

Erasmus+ Study Mobility Important Facts

- No registration or tuition fees are paid to the host institution.
- Host institution may demand additional fees from Erasmus students such as club membership, transportation costs, insurance, residence permit, copy of academic material, labs etc as the same amount the degree students at that institution are paying.

Documents - Procedures (Check List)



Before

- Learning Agreement **Before the Mobility** Part– Fully Signed
- Acceptance Letter
- Academic Calendar
- Health insurance
- Bank account
- Visa page/Plain ticket
- Grant Agreement



During

- Certificate of Attendance (**from** part)
- Learning Agreement **During the Mobility** part- Fully Signed



After

- Learning Agreement **After the Mobility** part- Fully Signed
- Transcript of Records
- Certificate of Attendance (fully filled and signed)
- Participant survey/report

WHERE WILL YOU OBTAIN THE REQUIRED DOCUMENTS FROM ?

*Student Certificate
(Certificate of Enrollment)*

Student Affairs

Visa Support Letter

Erasmus Office

Nomination Letter

Erasmus Office

Transcript

Student Affairs

*SGK (AT11-CZ111) Document
(for TR students)*

Erasmus Office

Grant Letter

Erasmus Office

Language Certificate (German, Spanish)

Foreign Languages

Language Certificate (English)

English Prep. School

Language Certificate (French)

Erasmus Office

Important Links:



Cancellation Form

<https://forms.gle/SHzJPdhvD5MX99Ee6>

Visa/Grant/SGK Letter Request Form:

<https://forms.gle/uPzzsLFj9uA3cQxaA>

International Exchange and Cooperation Office

**Burcu Atalay
Emre**

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Çoban**

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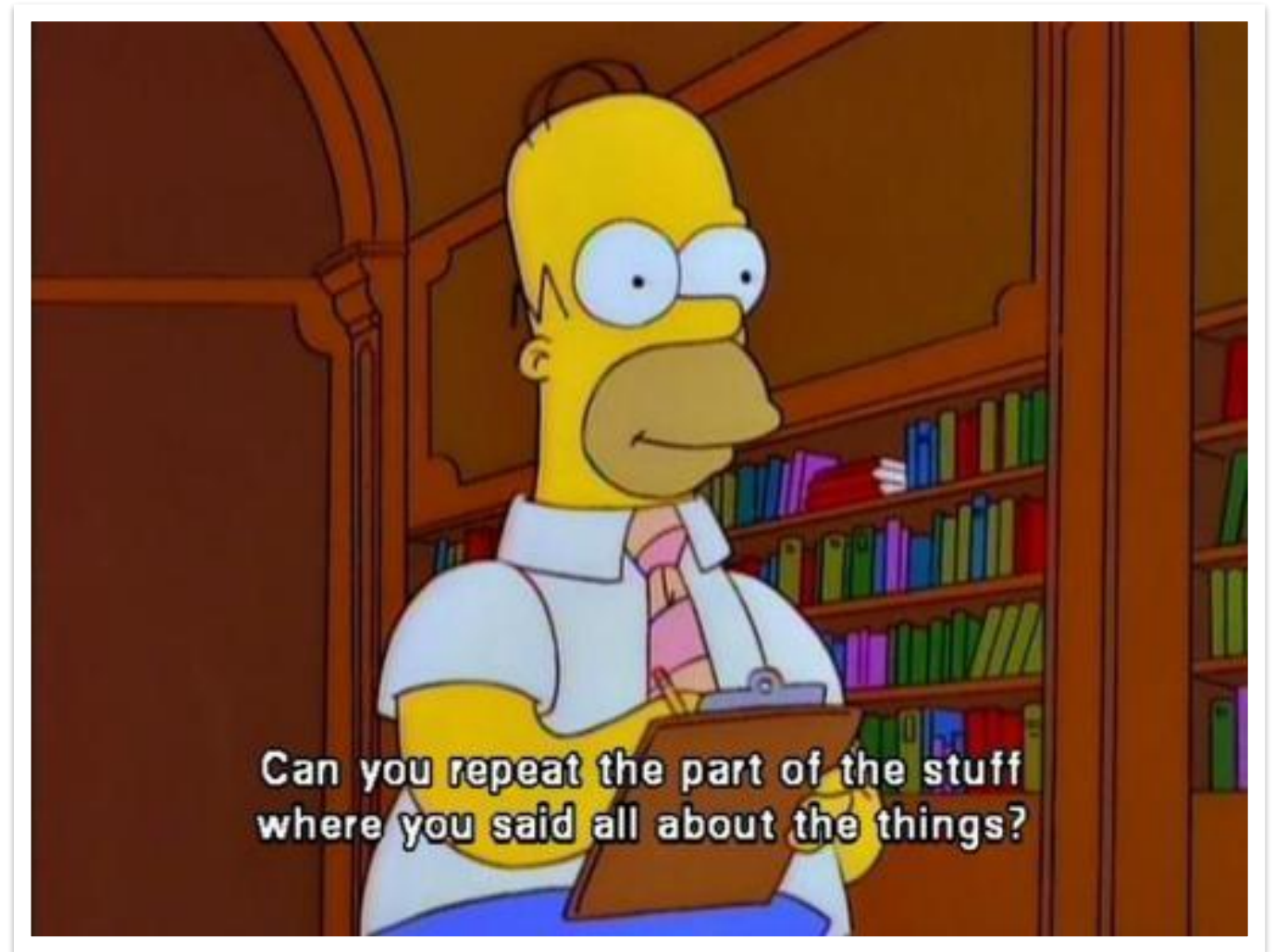
ESN YEDİTEPE - ERASMUS STUDENT NETWORK

- Within the body of ESN Yeditepe International Students Society (YISS), it assists students who come to Yeditepe University within the Erasmus-Exchange programs in administrative processes; promotes 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 esnayeditepe@esnturkey.org.

- ESN - Would you like to join the outgoing students Facebook group?
<https://www.facebook.com/groups/139506554876762>

Q & A





Thank You

International Exchange and Cooperation Office

E-mail:

outgoing@yeditepe.edu.tr