



## YEDİTEPE UNIVERSITY

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

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 the mobility. Information about the general process and documents described in this booklet and the Orientation program will not be provided individually.

##### i. 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.
- 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.



## YEDİTEPE UNIVERSITY

### ii. 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 following documents should be prepared and uploaded to the KION system.
- During Application
  - Letter of acceptance from the partner university
  - Learning agreement for traineeships: Prepare the "Before Mobility" section with the Erasmus Department Coordinator and upload it to KION after completing all signatures.
- After placement / evaluation:
  - Health, Accident and Liability Insurance: should cover the mobility duration.
    - You can contact AIG, Sompo or AXA companies that are presented for examples. The office does not hold responsibility for any incidents.
    - Traineeship places or Consulates can request 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.
  - Yapıkredi Euro account: Upload the page showing the account information to KION.

### iii. 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.



## YEDİTEPE UNIVERSITY

- It is at the initiative of the academic unit (Faculty / Institute / School / Department etc.) to count Erasmus internship as compulsory internship. In this case, follow the processes determined by the relevant unit.

### DURING MOBILITY

- If you need to make any changes on the approved jobs or the duration of the mobility prior to the mobility, first consult the Department Coordinator, then fill in the "during mobility" / "Changes" page in the Learning Agreement and inform the institution officials you are visiting and the Yeditepe Department. Get the signatures from your Coordinator and the Dean's Office or Institute signatures.

### AFTER MOBILITY

- Complete the following documents / procedures after the activity.
  - Certificate of Participation (Duration Sheet): Get the signature from the host institution 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 to KION with the signatures completed.
  - 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.
- 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.
- A full refund is required if no post-mobility document or documents proving participation in the mobility (certificate of participation 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



## YEDİTEPE UNIVERSITY

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) .