



Erasmus+



**Erasmus+: Changing lives, opening minds**

**Pre-departure orientation**

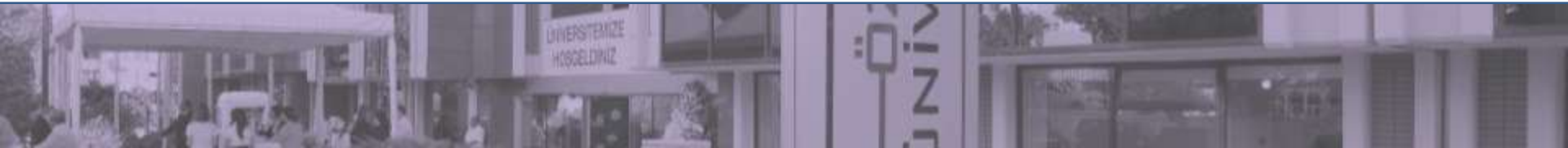
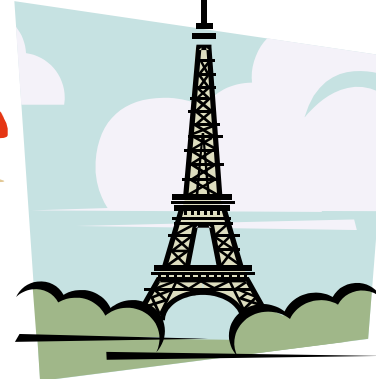
**2015-16 Erasmus outgoing students**

**October, 2015**



# Study in Europe

ÖZYEGİN  
UNIVERSITY



# Today's Program :

- BRIEF INFO ON ERASMUS+
- EXCHANGE @ OzU
- BEFORE You Go
- DURING Exchange...
- BACK from Exchange...
- ACADEMIC MATTERS
- HEALTH, SAFETY & INSURANCE



# Erasmus+ Family:

- Erasmus+, EU's new program for education, training, youth and sport (2014-2020).
- 2012 was the 25th anniversary of Erasmus
- Close to 4 million students have participated since 1987.
- Turkey first took part in Erasmus Program in 2004.



# Turkish National Agency



[www.ua.gov.tr](http://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 E+. which must be followed by all Universities.







## Who will benefit?

More than 4 million young people, students and adults will gain experience and skills by studying, training or volunteering abroad through Erasmus+.

The programme will also support over 125,000 institutions and organisations to work with peers in other countries to innovate and modernise teaching practice and youth work. Together they will help ensure that young people and adults get the skills they need to succeed in today's world.

Erasmus+ replaces seven programmes with one, so it's easier to access. And changes in the rules mean it has never been simpler to apply.



## Why Erasmus+?

Europe must equip its citizens with the education, skills and creativity that they need in a knowledge society. The world is changing fast, and education systems need to modernise and adapt to new ways of teaching and learning and embrace the new opportunities that exist. Education, training and non-formal youth learning are key to creating jobs and improving Europe's competitiveness. That's why Erasmus+ will make a key contribution to addressing these challenges.

Erasmus+ will provide

**€14.7 billion over seven years**  
to strengthen education, training, youth and sport in Europe.



## Erasmus+ will support:

- Opportunities to study, train, gain work experience or volunteer abroad.
- Education, training and youth sector staff to teach or learn abroad.
- The development of digital education and the use of ICTs.
- Language learning.
- Recognition of skills, including those learned outside the formal education system.
- Strategic Partnerships among educational institutions and youth organisations with peers in other countries in both their own sector and other sectors, in order to foster quality improvements and innovation.
- Knowledge Alliances and Sector Skills Alliances, to address skills gaps and foster entrepreneurship by improving curricula and qualifications through cooperation between the worlds of work and education.
- A loan guarantee facility for master's degree students to finance their studies in another country.
- Teaching and research on European integration.
- Exchanges, cooperation and capacity building in higher education and the youth sector worldwide.
- Initiatives to foster innovation in pedagogy, and progressive policy reform at national level through Prospective Initiatives.
- Good governance in sport and initiatives against match-fixing, doping, violence, racism and intolerance, particularly in grassroots sport.

Erasmus+ can transform your life and career.

### Where can I find out more?

[ec.europa.eu/erasmus-plus](http://ec.europa.eu/erasmus-plus)

### How do I apply?

Please contact the Erasmus+ National Agency in your home country or the Executive Agency (EACEA) in Brussels.

[ec.europa.eu/erasmus-plus/na](http://ec.europa.eu/erasmus-plus/na)

Join the conversation on Twitter:  
#ErasmusPlus



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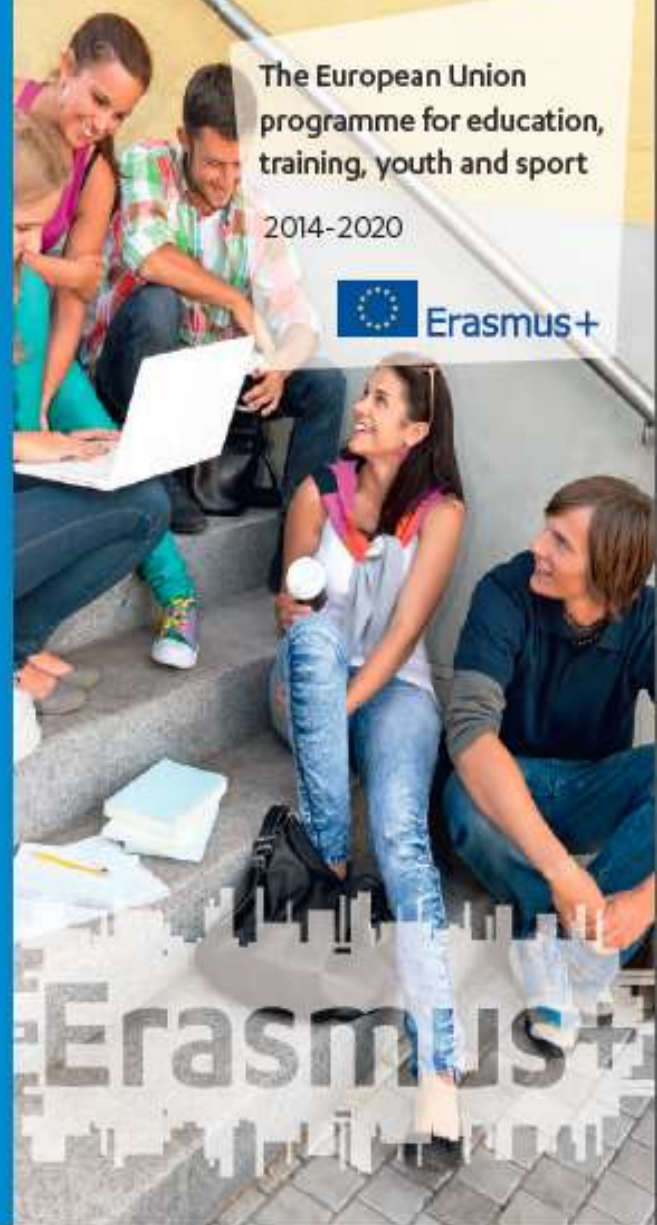
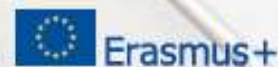
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## Changing lives, opening minds

The European Union  
programme for education,  
training, youth and sport

2014-2020



# Exchange Numbers at OzU

## 15-16 (Fall Spring)

- 70 outgoing students
- 40 incoming students

## 14-15 (Fall & Spring)

- 58 outgoing students
- 42 incoming students

## 13-14 (Fall & Spring):

- 42 outgoing students
- 40 incoming students

## 12-13 (Fall & Spring):

- 31 outgoing students
- 28 incoming students

## 11-12 (Fall & Spring):

- 24 outgoing students
- 14 incoming students





# Erasmus+ Study Mobility

Online Application to be included in the Erasmus Exchange Program and attend the English Proficiency Exam

- Erasmus English Proficiency Exam – 60/100
- CGPA >2.20

Erasmus Pt = CGPA 50% + English Exam Score 50%

Host Institution Selection and Placement  
Personal and Financial Commitment Form



Nomination by OzU IO to Host Institution

Application to Host Institution by the student:  
Online or by post – deadlines are important!

Acceptance letter by Host Institution: Host universities application procedures vary. We would expect all acceptances to arrive by end of December.

Apply for student visa once you have your acceptance letter

Pre-departure arrangements - health insurance, accommodation, etc.





# Quick Facts - OzU

**Sending Institution:** Ozyegin University

**Erasmus ID Code:** TR ISTANBU31

**Institutional Coordinator:** Dr. Mirac Ozar

**Contacts:** [international.relations@ozu.edu.tr](mailto:international.relations@ozu.edu.tr)





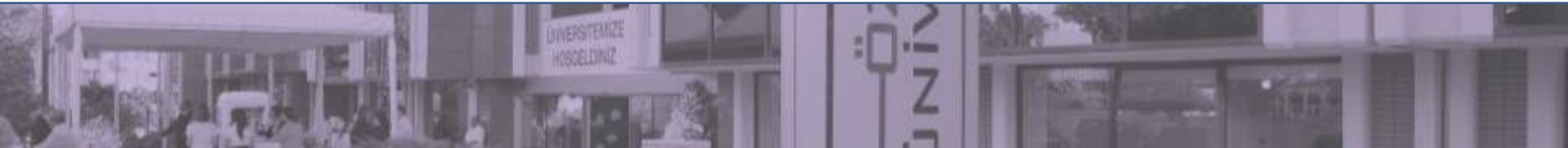
## OzU Program Coordinators

<b>Mechanical Engineering</b>	Bahar Basim, Güven Yapıcı
<b>Electrical &amp; Electronics Engineering</b>	Ali Özer Ercan
<b>Computer Science</b>	Gonca Gürsun
<b>Industrial Engineering</b>	İhsan Yanıkoğlu
<b>Civil Engineering</b>	Ragıp Akbaş
<b>Faculty of Architecture and Design</b>	Murat Şahin
<b>Faculty of Law</b>	Marleen Turhan & Ozan Turhan
<b>Psychology</b>	Justin Marcus
<b>International Relations</b>	Konstantinos Travlos
<b>School of Aviation</b>	Luis Martín-Domingo
<b>School of Applied Sciences</b>	Aylin Alsaffar
<b>Faculty of Business</b>	Zeynep Akşehirli (surnames A-I) Raoul Kübler (surnames J-Z)



# Transfer of Credits and Grade Conversion

- 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 Learning Agreement / Study Plan. 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 on return. You can't make special requests to exclude courses/credits from being transferred.
- If there are changes to your classes when you get to host institution (during your exchange period), 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 regard to written work, class types /sizes, modes of assessment
- Be prepared for different styles of teaching
- Familiarize yourself as much as possible before you depart
- Research academic guidance on the host institution website
- Read any orientation materials from your host institution carefully
- Don't make assumptions based on your experience at OzU – get help when you're in doubt





# Accommodation

Many universities offer on campus accommodation, but some of them may not. Some may assist you in finding suitable private (off-campus) accommodation.

- Making such arrangements are the responsibility of the students.
- Read student reports to get student recommendations for student and private accommodation.
- If you do 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 inst. and the Embassies/Consulates.

1. Check host inst's international office website
2. Check consulate/embassy webpages for docs.
3. Acceptance Letter from host institution
4. Consulate letter by OzU (visa support letter)
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.)



# Health Insurance

- Health insurance policy requirements are different in each country. In order to avoid surprises, please follow the instructions & suggestions by host institutions/immigration office. You must follow the instructions and get in touch with the suggested companies.
- If you're secured by the Turkish Social Security Institution, you may benefit from a bilateral agreement between countries. See the website [SGK](#) for details. You need to apply directly to SGK. (student certificate and support letter is required.)
- Travel Health insurance may suffice to get a visa but it may not cover your needs throughout your stay if an emergency situation occurs. So 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.





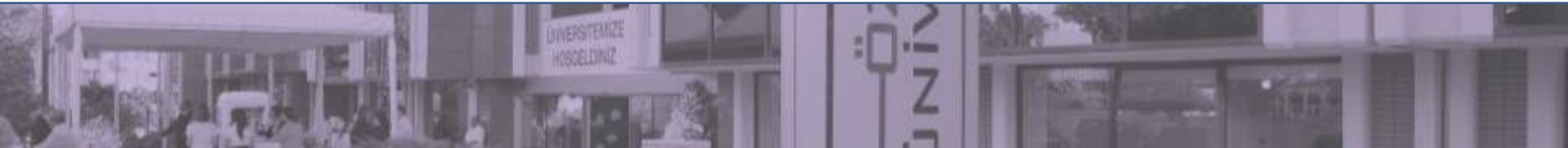
# Safety

- Photocopy 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.
- Avoid quiet or unlit areas and try to walk and travel with others, where possible.
- In some countries, photographing police, military or government buildings or monuments can get you into serious trouble.
- Wherever possible, keep your distance from any large political demonstrations.
- Show respect for cultural, political, social sensitivity.



# Online Linguistic Support

- The Online Linguistic Support ([OLS system](#)) provides participants in Erasmus+ long-term mobility activities with the opportunity to assess their knowledge of the language they will use to study, work or volunteer abroad.
- In addition, the Online Linguistic Support gives to a number of participants the possibility to follow an online language course to improve their competences.
- IO will subscribe you to the EC system. You'll receive your account and log in details by email.
- For Erasmus grant beneficiaries, it's an obligation.
- Two assessments: before and after the mobility to check your progress.



## Before Exchange

Learning Agreement\*

Study Plan\*

Erasmus Student Charter

OLS 1<sup>st</sup> language assesment exam

Student Erasmus Agreement (for E+ grant beneficiaries)

Passport sized photos

**Upload your docs to SIS**

**\*download from SIS**



# Download Documents from SIS

Erasmus+ Study / Placement Applications







Başlık	Kurum Seçimi	Akademik Yıl	Seçilen Dönem Tipi	Tip	Başlangıç Tarihi	Başlangıç Saati	Bitiş Tarihi	Bitiş Zamanı	Durum	Seviye Durumu	Bayıru Tarihi	Değerlendirme Tarihi	Duyuru Tarihi	
2015/16 Erasmus+ ...	Tilburg University	2015 Güz		Normal başvuru	10/04/2015	13:00:00	13/04/2015	14:00:00	Bayıru tamamlandı	Reddedildi	16/03/2015	24/03/2015	08:00:00	
2015/16 Erasmus+ ...	ESEB School of M...	2015 Güz		Normal başvuru	10/04/2015	13:00:00	13/04/2015	14:00:00	Bayıru tamamlandı	Kabul edildi	Onaylandı	16/03/2015	24/03/2015	08:00:00
2015/16 Erasmus+ ...	ESDES School of M...	2015 Güz		Normal başvuru	10/04/2015	13:00:00	13/04/2015	14:00:00	Bayıru tamamlandı	Reddedildi	16/03/2015	24/03/2015	08:00:00	
2015/16 Erasmus+ ...	Universite Paul Sab...	2015 Güz		Normal başvuru	10/04/2015	13:00:00	13/04/2015	14:00:00	Bayıru tamamlandı	Reddedildi	16/03/2015	24/03/2015	08:00:00	





# Upload Documents to SIS

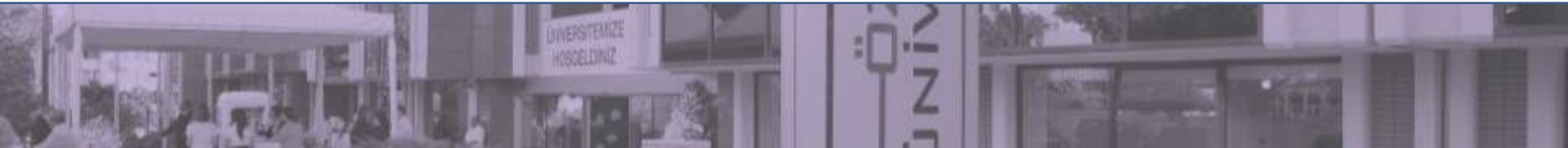
## Erasmus+ Study / Placement Applications

<b>Açık Başvurular</b>	<b>Before the Mobility</b>
<b>Başvuruların</b>	
<b>Kurum Bilgileri</b>	Learning Agreement <a href="#">View</a> 
<b>Eklenen Vakitler</b>	Study Plan <a href="#">View</a> 
	Copy of Student Visa <a href="#">View</a> 
	Acceptance Letter <a href="#">View</a> 
	Health Insurance 
	<b>During the Mobility</b>
	Learning Agreement Charges Sheet 
	<b>Back from Mobility</b>
	Certificate of Attendance 
	Copy of Passport (entrance to Turkey/exit from Turkey stamp pages) 
	<a href="#">Kaydet</a>



# During Exchange

- Attending orientation session at host institution is mandatory
- Changes on the Learning Agreement within 4-7 weeks – *Overlapping schedule? It's your responsibility to get approval from your academic coordinator!*
- Residence Permit Rules & Regulations
- Legal Responsibilities
- Follow the online language courses



# After Exchange

Certificate of Attendance\*

OLS 2<sup>nd</sup> language assessment exam

Participants' Report

Passport copies (entry-exit stamps)

Learning Agreement signed and stamped

**Upload your docs to SIS before 12 August 2016**

IO will not be held responsible for consequences of late submission

**\*download from SIS**



# Checklist

1. **Study Plan / OzU program coordinator**
2. **Application - Online or Hard Copy** (Send a copy to IO)
4. **Learning Agreement / signed by OzU program coordinator**
5. **Apply for Passport** (should be valid for 6 months beyond the end of exchange)
  - Student Passport (harçsız öğrenci pasaportu): Apply to Student Services. However, please inform the IO first.
6. **Transcripts and Language Proficiency Reports**
7. **Deadlines**
8. **Student Visa**
9. **Housing / Travel Arrangements**
10. **Follow up with the host institution's correspondence.**





## Checklist:

**Please do not forget to check items on your checklists to make sure that you are familiar with the forms' terminology and what you need when.**



## As a returnee

- Volunteer to be a buddy student and get involved in Erasmus Student Network (ESN) related work



- Share your experience with students applying for next year &/or incoming students



# THY Discounts

- THY & Turkish National Agency Protocol Enables Discounts for Erasmus+ Beneficiaries.
- Erasmus+ exchange students will be able to get a 20% discount while purchasing tickets and a 10 kg free extra luggage from the Turkish Airlines (THY) as a result of the recent cooperation protocol signed between the THY and the Turkish National Agency.
- FAQ: Please click [here](#).
- In order to benefit from this campaign:
  - You have to be a member of [THY Miles&Smiles](#).
  - Fill out the [related form](#) in computer and send it back to International Office. ([international.relations@ozu.edu.tr](mailto:international.relations@ozu.edu.tr))



# GRANTS

- For those who will receive the grant, the money transfer will be made in two installments.
- These students will need a Euro account in their names.
- % 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 12 August 2016 – 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.
- It's possible to benefit from Erasmus+ as a «zero grant» student. Grants are not guaranteed and don't cover the whole expenses of your study abroad period.







Country groups based on cost of living	Countries	Monthly Study Mobility Grant €
1. Group	Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden, Switzerland, UK	500
2. Group	Belgium, Croatia, Czech Republic, Southern Cyprus, Germany, Greece, Iceland, Luxembourg, The Netherlands, Portugal, Slovenia, Spain, Turkey	400
3. Group	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Macedonia	300



# 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 belirlenmelidir.

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 öngörü olarak belirlenir. Kesin faaliyet süresi, katılım sertifikasında bulunan faaliyet başlangıç-bitiş tarihleri ve pasaportta yer alan giriş-çıkış tarihlerine göre hesaplanır. Belgelerde yer alan en kısa tarih aralığı faaliyet süresi olacak şekilde kabul edilir.

Öğrencilerin faaliyet süreleri kısmen veya tamamen hibelendirilir veya faaliyet tamamen hibesiz “sıfır hibeli” öğrenci olarak gerçekleştirilebilir. Faaliyet süresinin kısmen hibelendirilmesi halinde, hibe verilecek süre, öğrenim hareketliliği için ise 3 ay’dan, staj hareketliliği için 2 ay’dan kısa olamaz. Öğrenciye verilecek hibe “Hesaplama Aracı” kullanılarak hesaplanır.

- Hareketlilik aracında başlangıç-bitiş tarihleri girilerek ve varsa kesinti süreleri çıkartılarak hesaplanan faaliyet süresinin en az asgarî süreyi karşılaması gerekmektedir.



-Öğrencilerin ödemeleri, standart öğrenci sözleşmesinde yer aldığı üzere, %70 oranında 2 taksitte yapılır. Ödemeler Avro cinsinden yapılır.

Faaliyet dönemi sonunda öğrencinin çevrimiçi AB anketini doldurması mali desteğin geriye kalan kısmının ödenmesini talep etmesi olarak kabul edilir.

-Her durumda, öğrenciye en fazla gerçekleştirdiği faaliyet süresi kadar hibe verilir. Öğrencinin öngörülen hibelenendirme süresinden daha kısa süre ile faaliyet gerçekleştirmesi halinde, kesin faaliyet süresi için hesaplanandan daha fazla ilk ödeme yapılmışsa, fazla miktarın öğrenciden iadesi istenir. Hibe hesaplamalarında katılım sertifikasındaki ve pasaport giriş/çıkış tarihlerindeki kalınan süreye hareketliliğin başlangıç ve bitiş günleri de dahil edilir. Süre hesaplanırken bu iki belgedeki en kısa tarih aralıkları dikkate alınır.

-Gidilen kurumdaki resmî tatil günleri hariç, öğrenimin devam etmesi gereken durumlarda 1 haftadan fazla süre ile misafir olduğu kurumdan (şehirden) ayrılması durumunda ayrı kaldığı süreler için hibe ödemesi yapılamaz. Daha önce ödeme yapılmış olsa bile bu dönem için verilen hibenin iadesi talep edilir.

-Üniversite, sorumluluklarını yerine getirmeyen ve/veya başarısız (20/30 AKTS'den başarılı olunmalıdır) öğrenci hibelerinde kesinti yapabilir. (2. hibe ödemesi yapılmaz.)

-İlk planlamada ödeneceği öngörülmesine rağmen ödenmeyen ve/veya ödendikten sonra öğrencilerden geri istenen tutarlar, Merkez'e iade edilmelidir.



# 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 your 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.)*





# Important

- 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
- Knowing well whom to contact at the host institution
- Knowing your deadlines and completing your application by those dates
- We have no housing responsibility OR control of the housing offices. Partner institutions' Int'l Offices may not have control over these facilities too.
- Getting involved with the ESN Club/International Student Body while studying abroad



Thank you for attending the  
study mobility  
orientation.



We wish you

Good Luck

