



Erasmus+



Erasmus+: Changing lives, opening minds

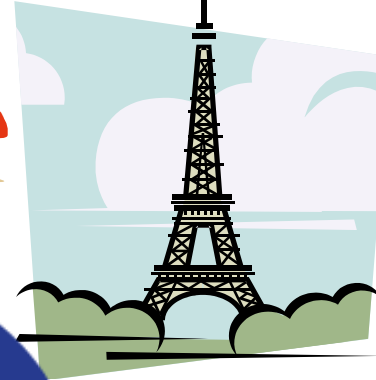
**Pre-departure orientation for
2016-17 Erasmus+ outgoing students**

October, 2016



Study in Europe

ÖZYEGİN
UNIVERSITY



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
- HEALTH, SAFETY & INSURANCE
- CHECKLIST & IMPORTANT REMINDERS



European Region Action Scheme for the Mobility of University Students

Erasmus: Changing lives, opening minds



Studies + Traineeships = Total student mobility



Source: EC Erasmus Statistics 2013-14
Images © Shutterstock

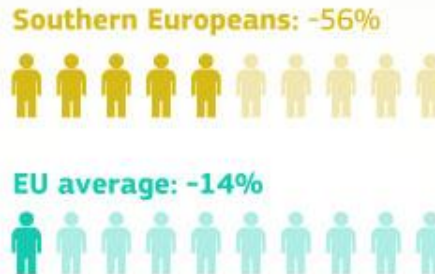


How will Erasmus change your life?

Risk of long-term unemployment one year after graduation compared to non-mobile students



Risk of unemployment 5-10 years after graduation compared to non-mobile students



Erasmus trainees offered a position by their host company



Recruiters who value these skills



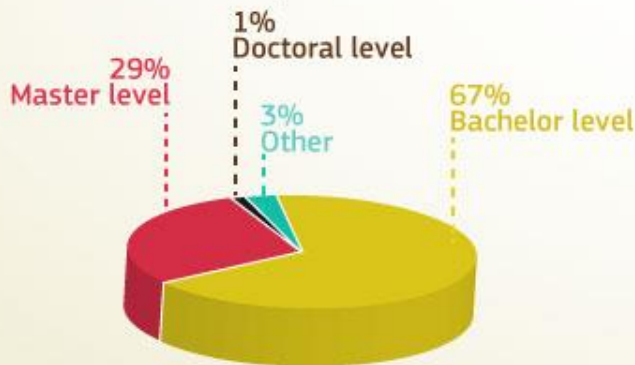
Typical Erasmus student 2013-2014



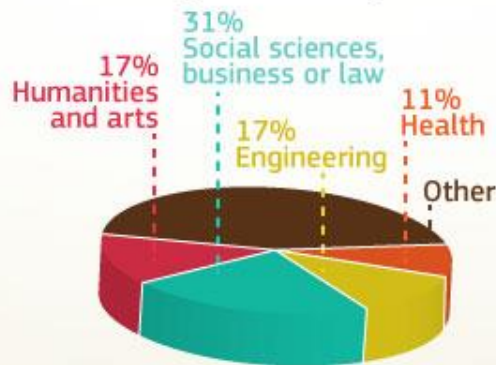
61%
are **women**



Study levels



Degree subjects



Age

23
years old

Time abroad

6
months

Average grant
per month

274
€

Equipped with
skills that boost
employability



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 E+. which must be followed by all Universities.





Quick Facts - OzU

Sending Institution: Ozyegin University

Erasmus ID Code: TR ISTANBU31

Institutional Coordinator: Dr. Mirac Ozar

Contacts: international.relations@ozu.edu.tr



Erasmus+ Study Mobility Step by Step

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

Criteria: CGPA >2.20 & Erasmus English Proficiency Exam – 50-60/100 & 60 ECTS completed at OzU by the time exchange period starts & need ≥ 30 ECTS as graduation requirement

Erasmus Score calculation method:

CGPA 50% + English Exam Score 50%

Host Institution Selection /Placement/Confirmation
Personal and Financial Commitment Form



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!** October/November for Spring term outgoing students

Acceptance Letter by Host Institution: Host universities application procedures vary. We would expect all acceptances to arrive by end of December for Spring Term outgoing students.

Apply for **student visa** once you have your acceptance letter .

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



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.
- 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 upon 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.



OzU Program Coordinators

Mechanical Engineering	Dr. Güven Yapıcı – guven.yapici@ozyegin.edu.tr
Electrical & Electronics Engineering	Dr. Cenk Demirođlu – cenk.demiroglu@ozyegin.edu.tr
Computer Science	Dr. Gonca Gürsun – gonca.gursun@ozyegin.edu.tr
Industrial Engineering	Dr. İhsan Yanıkođlu – ihsan.yanikoglu@ozyegin.edu.tr
Civil Engineering	Dr. Ragıp Akbař – ragip.akbas@ozyegin.edu.tr
Faculty of Architecture and Design	Dr. Murat řahin – murat.sahin@ozyegin.edu.tr
Faculty of Law	Dr. Gülfer Meriç – gulfer.meric@ozyegin.edu.tr
Psychology	Dr. Justin Marcus – justin.marcus@ozyegin.edu.tr
International Relations	Dr. Konstantinos Travlos – konstantinos.travlos@ozyegin.edu.tr
School of Aviation	Luis Martín-Domingo – luis.martin@ozyegin.edu.tr
School of Applied Sciences	Dr. Özgür Özdemir – ozgur.ozdemir@ozyegin.edu.tr
Faculty of Business	Dr. Zeynep Akřehirli(surnames A-I) zeynep.aksehirli@ozyegin.edu.tr Dr. Raoul Kübler (surnames J-Z) raoul.kubler@ozyegin.edu.tr



Before Exchange

1. **Learning Agreement** *(download from SIS & upload the signed version.)*
2. **Study Plan** *(download from SIS & upload the signed version.)*
3. Copy of **Student Visa** *(upload to SIS)*
4. Copy of **Acceptance Letter** *(upload to SIS)*
5. Health Insurance Policy *(upload to SIS)*
6. **OLS 1st Language Assessment Exam**
7. Erasmus Grant Agreement *(for E+ grant beneficiaries, IO will prepare & notify the student)*
8. Read the **Erasmus Student Charter**



Learning Agreement

- L.A. 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.)
- L.A. 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.



Study Plan

- You have to prepare a study plan before your mobility. It's a negotiated agreement between the student and the sending institution.
- Has to be signed prior to your mobility period.
- Must register for 30 ECTS at the host institution.
- Study plan *is* an institutional version of the Learning Agreement.

EXCHANGE STUDENT INFORMATION	
Name, Last Name	
OzU Student ID Number	
Faculty/Program	
Exchange Host Institution, Country	
Academic Year/Semester	

PROPOSED EXCHANGE STUDY PLAN

Establish the equivalence in the material covered/learning outcomes and credit value between the courses at home and at exchange host institution.

Courses at OzU			Courses in Exchange		
Course Code	Course Name	ECTS Credits	Course Code	Course Name	ECTS/American Credits

Coordinator Signature:

Student Signature:

Date:

Date:



Download Documents from SIS

Erasmus+ Study / Placement Applications

Başlık	Kurum Seçimi	Akademik Yılı	Seçilen Dönem Tipi	Tip	Başlangıç Tarihi	Başlama Saati	Bitiş Tarihi	Bitiş Zamanı	Durum	Sonuç	Niyet Durumu	Başvuru Tarihi	Duyuru Başlangıç Tarihi	Duyuru Başl
FORM >>	2015/16 Erasmus+ ... Tilburg University	2015 Güz	Normal başvuru	10/04/2015 13:00:00	13/04/2015 14:00:00	Başvuru tamamlandı.	Reddedildi.	---	16/03/2015	24/03/2015 08:00:00				
FORM >>	2015/16 Erasmus+ ... IESEG School of Ma...	2015 Güz	Normal başvuru	10/04/2015 13:00:00	13/04/2015 14:00:00	Başvuru tamamlandı.	Kabul edildi.	Onaylandı	16/03/2015	24/03/2015 08:00:00				
FORM >>	2015/16 Erasmus+ ... ESDES School of M...	2015 Güz	Normal başvuru	10/04/2015 13:00:00	13/04/2015 14:00:00	Başvuru tamamlandı.	Reddedildi.	---	16/03/2015	24/03/2015 08:00:00				
FORM >>	2015/16 Erasmus+ ... Université Paul Sab...	2015 Güz	Normal başvuru	10/04/2015 13:00:00	13/04/2015 14:00:00	Başvuru tamamlandı.	Reddedildi.	---	16/03/2015	24/03/2015 08:00:00				

SIS > Erasmus+ Study Applications > Başvurularım / My Applications



Click on the pdf icon next to the institution you are placed to.

Works best with Internet Explorer & pop up blockers must be disabled.





Upload Documents to SIS


Erasmus+ Study / Placement Applications


Açık Başvurular
 Başvurularım
 Kurum Bilgileri
 Doküman Yükleme


Before the Mobility

Learning Agreement : [View](#) 


Study Plan : [View](#)  ←

Copy of Student Visa : [View](#) 


Acceptance Letter : [View](#) 


Health Insurance : 

During the Mobility

Learning Agreement Changes Sheet : 

Back from Mobility

Certificate of Attendance : 

Copy of Passport (entrance to Turkey/exit from Turkey stamp pages) : 

Kaydet

→ SIS > Erasmus+ Study Applications > Doküman Yükleme / Document Upload
You can only upload «.pdf» documents. If your upload is succesful, you can view your document.



During Exchange

- Attending orientation session at host institution is mandatory
- Changes on the Learning Agreement within 4-7 weeks –
Overlapping schedule? Cancelled courses?
Get approval from your academic coordinator!
- Residence Permit Rules & Regulations
- Legal Responsibilities
- Follow the Online Language Courses – *If you have been appointed an OLS account!*



After Exchange

1. **Certificate of Attendance** (download from SIS)
2. **OLS 2nd language assessment exam**
3. **Passport copies (entry-exit stamps)**
4. **Learning Agreement** (signed and stamped)
5. **Participants' Report** (will be sent by email)

Upload all your docs to SIS before 8 August 2017!!!

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



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 housing arrangements are the responsibility of the students.
- Read student reports to get student recommendations for student and private accommodation.
- 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 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 Policy

- 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 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 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

- Take a copy 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.
- 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.





Preparation Checklist

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



GRANTS

- In line with the National Agency rules, to support more students, 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 (in days) 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 such as food and rent.
- For those who will receive the grant, the money transfer will be made in two installments. These 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 **8 August 2017** – 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.





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.**

-Öğrencilerin faaliyet süreleri kısmen hibelendirilebilir veya faaliyet tamamen hibesiz “sıfır hibeli” öğrenci olarak gerçekleştirilebilir. Faaliyet süresi öğrenim hareketliliği için 3 ay 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. Örneğin; öğrenim hareketliliğinde 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.



-Öğrencilerin ödemeleri, standart öğrenci sözleşmesinde yer aldığı üzere, %70 oranında 2 taksitte yapılır. Ödemeler Avro cinsinden yapılır. Faaliyet dönemi sonunda öğrencinin ilgili tüm belgeleri UO'ya teslim etmesi ve 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 hibelendirme 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.

-Üniversite, sorumluluklarını yerine getirmeyen ve/veya başarısız (20/30 AKTS'den başarılı olunmalıdır) öğrenci hibelerinde kesinti yapabilir. 20 AKTS'nin altında kalan öğrencilere 2. hibe ödemesi yapılmaz. Yapılan 1. hibe ödemesinden de geri iade talep edilebilir. (Faaliyet süresi hesaplamasına istinaden)

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



20/30 AKTS altında kalan ve öğrenim süresi planlanan tarihlerden farklılık gösteren bir öğrenci için örnek hesaplama:

Öngörülen Öğrenim Tarihleri: 6 Şubat – 5 Haziran 2017

Öngörülen Öğrenim Süresi: 4 ay

Gidilen Ülke: Almanya – aylık 400 € hibe desteği

Öngörülen Toplam Hibe: 1600 € (Avrupa Komisyonu Hesaplama Aracı ile otomatik olarak belirlenir.)

Öngörülen Süreye Göre 1. Hibe Ödemesi (%70) = 1120 €

Öngörülen Süreye Göre 2. Hibe Ödemesi (%30) = 480 €

Gerçekleşen Öğrenim Tarihleri: 6 Şubat – 20 Mayıs 2017

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

Ödenecek Toplam Hibe: 1400 €

Hak edilen Toplam Hibe: (%70) 980 €

Gerçekleşen öğrenim süresine göre yapılan 1. Hibe Ödemesi ile Hak edilen Toplam Hibenin %70'nin farkı alınarak hesaplanır.

Yukarıdaki örneğe göre bu miktar $1120 - 980 = 140$ €'dur.



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.)



Important Tips


- 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.



As a returnee

- Volunteer to be a buddy student and get involved in Erasmus Student Network (ESN) related work
- Check ESN Studying and Training Abroad:
<https://esn.org/studentguidebook>
- Share your experience with students applying for next year &/or incoming students



Thank you for attending the
 study mobility
orientation.

Questions? Contact: international.relations@ozu.edu.tr

We wish you

Good Luck

