



Erasmus+



Erasmus+: Changing lives, opening minds

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

March, 2016



Overview:

- INTRODUCTION TO ERASMUS+
- EXCHANGE NUMBERS @OzU
- ERASMUS+ DOCUMENTS and STEPS:
 - 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



Typical Erasmus student 2013-2014

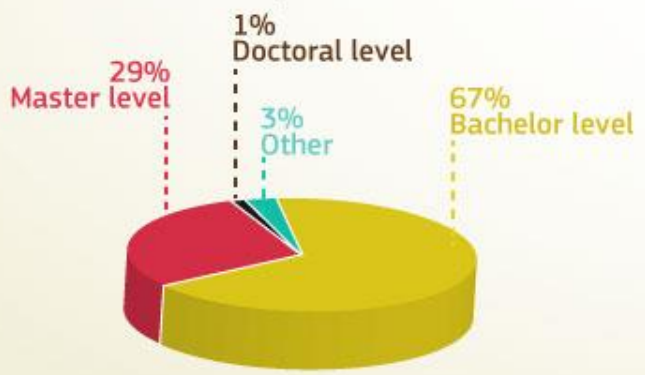


Age
23
years old

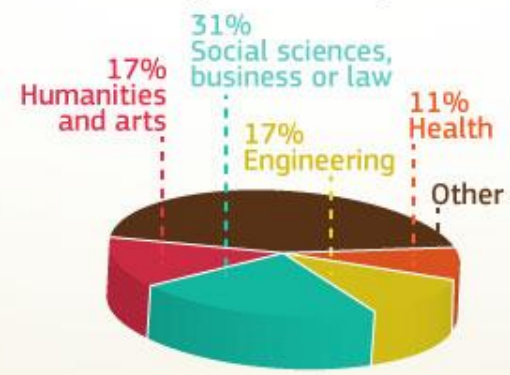
Time abroad
6
months

Average grant per month
274
€

Study levels



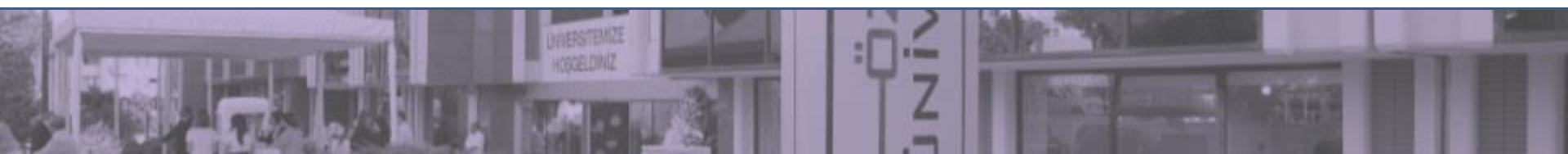
Degree subjects



Equipped with skills that boost employability



images: © shutterstock Source: EC Erasmus Statistics 2013-14



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

Northern Europe: 98%
EU average: 93%



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.



Exchange Numbers at OzU

15-16 (Fall & Spring)

- 62 outgoing students
- 40 incoming students

14-15 (Fall & Spring)

- 58 outgoing students
- 42 incoming students

13-14 (Fall & Spring):

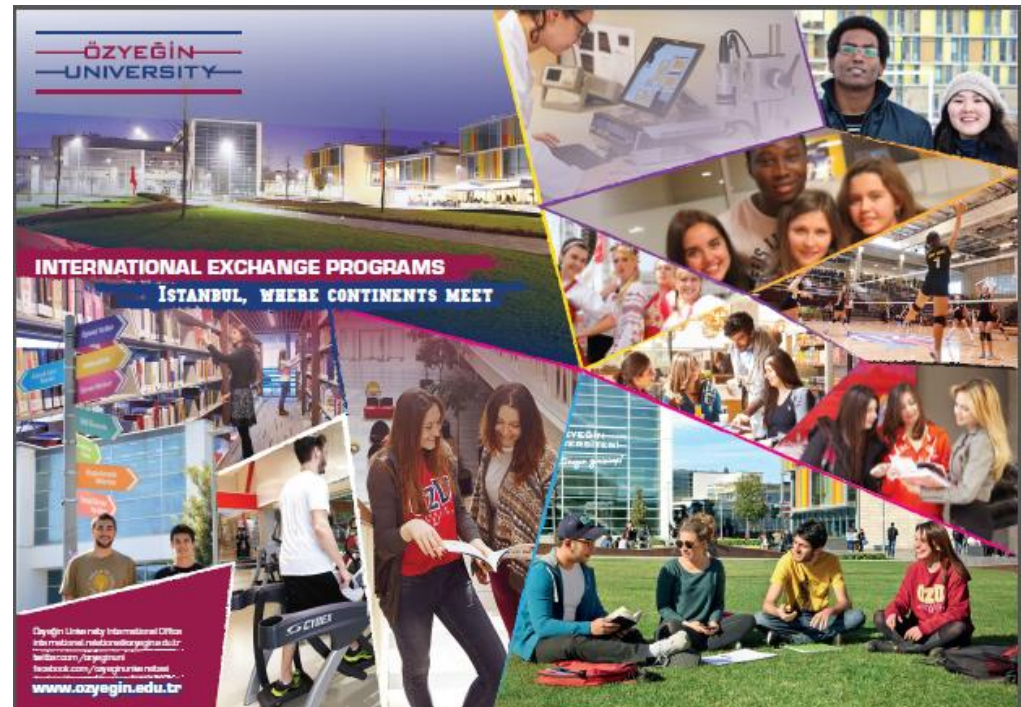
- 42 outgoing students
- 40 incoming students

12-13 (Fall & Spring):

- 31 outgoing students
- 28 incoming students

11-12 (Fall & Spring):

- 24 outgoing students
- 14 incoming students



Erasmus+ Study Mobility – 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 – 60/100 & 60 ECTS completed at OzU by the time exchange period starts & need \geq 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!** Usually May/June for Fall Term and October/November for Spring term outgoing students

Acceptance letter by Host Institution: Host universities application procedures vary. Once you submit your application, the institution will evaluate your documents. We expect all acceptances to arrive by end of July for Fall Term/December for Spring Term outgoing students.

Apply for a **student visa** once you have your acceptance letter. You have to obtain a student visa!

Pre-departure arrangements: Purchasing a health insurance policy, flight, 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.





List of OzU Program Coordinators

You should review the course offerings of the host institution before consulting your coordinator. Please ask for an appointment from your coordinator to get approval for your courses.

Mechanical Engineering	Dr. Güven Yapıcı
Electrical & Electronics Engineering	Dr. Cenk Demiroğlu
Computer Science	Dr. Gonca Gürsun
Industrial Engineering	Dr. İhsan Yanıkoğlu
Civil Engineering	Dr. Ragıp Akbaş
Faculty of Architecture and Design	Dr. Murat Şahin
Faculty of Law	Dr. Gülfer Meriç
Psychology	Dr. Justin Marcus
International Relations	Dr. Konstantinos Travlos
School of Aviation	Luis Martín-Domingo
School of Applied Sciences	Dr. Ezgi Erkmen
Faculty of Business	Dr. Zeynep Akşehirli (surnames A-I) Dr. Raoul Kübler (surnames J-Z)



Quick Facts - OzU

Sending Institution: Ozyegin University

Erasmus ID Code: TR ISTANBU31

Institutional Coordinator: Dr. Mirac Ozar

Contacts: international.relations@ozu.edu.tr



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 of [SGK](#) for details. You need to apply directly to SGK. (student certificate and support letter may be required. Please contact SGK for details.)
- 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 Erasmus+ 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.
- Taking the assessment exams on time and following the online language course is an obligation.
- Two assessments: before and after the mobility to check your progress.



Before Exchange

1. Learning Agreement

(download from SIS and upload the signed version to SIS)

2. Study Plan

(download from SIS and upload the signed version to SIS)

3. Copy of student visa *(upload to SIS)*

4. Copy of acceptance letter *(upload to SIS)*

5. Health insurance *(upload to SIS)*

6. Read the [Erasmus Student Charter](#)

7. [OLS 1st language assesment exam](#),

(if you received a username and password combination)

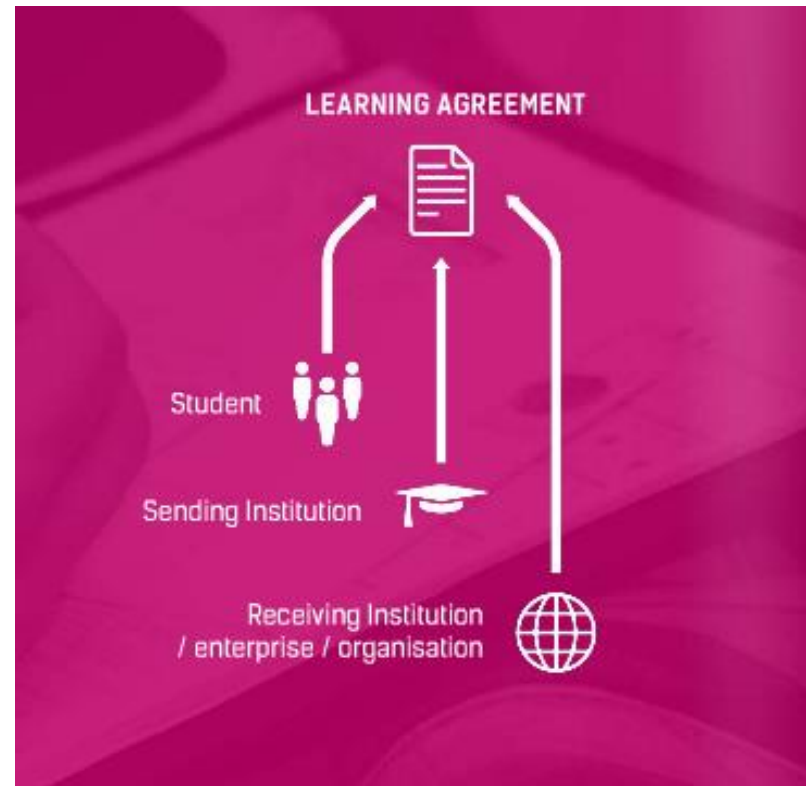
8. Student Erasmus Grant Agreement

(for E+ grant beneficiaries, IO will prepare it and notify you)



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. (You must take 30 ECTS/term.)
- 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.
- You can download this document from SIS. (You must upload the signed version.)
- You must complete the form in computer. Hand-written forms are not accepted.



Download Documents from SIS

- SIS>Erasmus+ Study / Placement Application
- Başvurularım Sekmesi / My Applications Section – click on the pdf logo on the left side (on the same line of the institution you're slotted to)
- Disable pop-up blockers of your browser to download (save) the documents. (SIS works best with Internet Explorer)

Erasmus+ Study / Placement Applications

Başvurularım															
	Başlık	Kurum Seçimi	Akademik Yıl	Seçilen Dönem Tipi	Tip	Başlangıç Tarihi	Başlama Saati	Bitiş Tarihi	Bitiş Zamanı	Durum	Sonuç	Niyet Durumu	Başvuru Tarihi	Duyuru Başlangıç Tarihi	Duyuru Başla
 FORM >	2015/16 Erasmus+ ...	Tübing 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+ ...	ESEG 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	




Upload Documents to SIS


- SIS > Erasmus+ Study / Placement Application
- Document Upload Section (Doküman Yükleme Sekmesi) – Upload documents in PDF format, as soon as they are ready. Don't wait till you prepare all the documents and upload each documents as they are ready.


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



During Exchange

- Attending orientation session at host institution is mandatory
- Changes on the Learning Agreement within 4-7 weeks:
Overlapping schedule? Send an email to your OzU Program Coordinator and get the necessary approval.
- Find out about the residence permit rules & regulations
- Learn your legal responsibilities
- Follow the online language courses if you received a password and username combination



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 (a link to take the online survey will be sent by the European Commission via email to you if necessary Erasmus+ documentation is completed.)

Upload your docs to SIS as soon as possible & don't wait till the final deadline!

The final deadline is 8 August 2017

(IO will not be held responsible for consequences of late submission. Including but not limited to: Erasmus+ grant being cut, asked to be returned back, delays in the transfer of credits and grades.)



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 Guidebook](#)
- 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.
- However, you are welcome to check the prices of any other airline company
- THY Campaign F.A.Q.: Please click [here](#).
- In order to benefit from this campaign:
 - You have to be a member of [THY Miles&Smiles](#).
 - In case you are interested, please fill out the campaign form in computer and send it back to International Office.
(international.relations@ozu.edu.tr)



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 do not base your decision on the mobility grants and 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.
- OzU will only transfer your grant upon receiving the allocated budget from TR N.A. (If there is a delay, it may affect the fall term outgoing students.)
- % 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. 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



TR Ulusal Ajansı 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! (Health problems that can be reported, etc.) 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.)



Checklist

- 1. Study Plan & Learning Agreement** must be signed by OzU program coordinator before mobility.
- 2. Application to Host Institution** - Online or Hard Copy as requested by the host institution. Please send a copy to IO.
- 3. Apply for Passport** if you don't have a valid one. It should be valid for 6 months beyond the end of exchange.
 - Student Passport (harçsız öğrenci pasaportu): If you plan to apply for a student passport, get in touch with the Student Services. They will prepare a document for you.
- 5. OzU Transcripts and Institutional Language Proficiency Reports can be requested from International Office.** (Please do so in a timely manner.)
- 6. Mind the deadlines: partners will not extend their deadlines for you.**
- 7. Student visa should be obtained regardless of the passport type.**
- 8. Housing & Travel Arrangements are your responsibility.**
- 9. Follow up with the host institution's correspondence. Check your emails!**



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 reviewing the
study mobility
orientation.



In case you have further questions, please contact us:
international.relations@ozu.edu.tr

We wish you

Good Luck

