2017-2018 ACADEMIC YEAR
ERASMUS+ STUDENT
MOBILITY ORIENTATION
SESSION

Office of International Programs
 Coordinates all partnership agreements and Exchange programs.

 Organizes orientation programs for incoming and outgoing Exchange students and helps them to solve problems they have encountered.

 Coordinates the relations and communication between Koç University, National Agency and other partner universities and fullfills the liability accordingly.
Sedef Erçetin– Exchange Programs and Partnership Development Coordinator/Team Leader

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WHERE IS OFFICE OF INTERNATIONAL PROGRAMS?

Student Center Floor -3/ Room B396-B398

Office Hours: Tuesday and Wednesday 10:00-12:00 /14:00-16:00

If you have any questions please contact us from OIP TRACKIT (https://oip-trackit.ku.edu.tr/).
Erasmus+ is an EU programme which encourage the cooperation between European Universities.

By studying abroad with Erasmus+, you can improve your communication, language and inter-cultural skills and gain soft skills highly valued by future employers.

Opportunities to study abroad are available to students at Bachelor and Master levels and Doctoral candidates.
Duration

- Your study period abroad can last from a minimum of 3 months (or 1 academic term or trimester) to a maximum of 12 months.
- You can benefit of an exchange abroad with Erasmus+ multiple times, either as a student or as a trainee, but your total time abroad (study abroad periods included) may not exceed 12 months within one cycle of study.
- "Cycle" refers to the level of study as defined by the European Qualifications Framework (EQF):
  - First cycle (Bachelor or equivalent) EQF – 5/6
  - Second cycle (Master or equivalent) EQF 7
  - Third cycle (Doctoral or equivalent) EQF 8
In case the mobility is interrupted due to a force majeure, the grant is paid just for the actualized period of the mobility if the force majeure is documented.

If the mobility is interrupted without any force majeure, the mobility is cancelled and the grant has to be paid back.

*Force Majeure* is an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part and prevents participant from fulfillment of liability under the Agreement.
Conditions

- For students in the first cycle, you need to be at least in the second year of your studies.

- Your period of study abroad must be relevant for your degree-related learning and personal development needs, and be part of the study programme that you are following.

- The Mobility should be completed without any interruption. Semester breaks and official holidays mentioned at the Partner university Academic calendar are not counted as interruption.
If you are participating to the program for one semester you are obliged to take 30 ECTS credits (20 ECTS credits for one trimester). If you are participating to the program for two semesters you are obliged to take 60 ECTS credits. After your mobility you have to transfer the courses taken at the partner university with their notes and credits (Full Recognition).
Affiliated with the Ministry for EU Affairs, The Centre for Education Youth Programmes (Turkish National Agency) is a public body established for the implementation of the Erasmus+ Programme in Turkey.

Contact Information:

www.ua.gov.tr
Mevlana Bulvarı No:18
Balgat-Ankara
<table>
<thead>
<tr>
<th>Group Program Countries</th>
<th>Countries</th>
<th>Monthly Grant</th>
<th>3.5 Months Grant</th>
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<tr>
<td>1st Group Program Countries</td>
<td>Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden, The United Kingdom</td>
<td>500</td>
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<td>2nd Group Program Countries</td>
<td>Belgium, Crotia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, The Netherlands, Portugal, Slovenia, Spain, Turkey</td>
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<td>3rd Group Program Countries</td>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romaniaa, Slovakia, Macedonia</td>
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OIP Team informs the National Agency about anticipated number of student and total number of months for mobility according to the quotas of agreements.

National Agency collects the applications from all universities and notify the EU Commission accordingly. EU Commission announces the grant amount in accordance with the demands of each country.

The National Agency calculates the amount of the grant for each university considering performances in previous years and demand of the current year and announces results to universities.
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• OIP determines the number of students according to the allocated grant to Koç University. If required, deduction on the same rate can be made from each department. Students are granted in accordance with the ranking basing on selection criteria and slots of related faculties.

• Erasmus Grant is a financial SUPPORT for students. It will cover only half of your monthly expenses.

• All selected students should check the average living expenses in the host country and inform their families beforehand.
Total grant = Monthly grant for the receiving country $\times$ 3.5 months

Payment:
- 70% before the mobility,
- 30% after the mobility when you submit all required documents. Grant will be recalculated according to the Certificate of Participation.

- Payments are made by Finance Department.
- Grant is transferred in Euro (€).
- The grant will not be transferred before you sign the grant agreement. The grant will be paid in 30 days after you submit all required documents.
IN WHICH CASES REST OF THE GRANT IS NOT PAID OR REQUESTED BACK?

- If you stay at the partner university for less than 30 days without any force majeure your mobility will be cancelled and your grant is requested back.

- Students who achieved between 19-11 ECTS in total will not receive rest of their grant. Students achieved between 11 ECTS and lower must return the grant they have received.

- In order to receive the rest of the grant, minimum 2/3 of the 30 ECTS should be successfully completed.
Erasmus+ Study Mobility Between Program Countries (KA103)

https://oip.ku.edu.tr/?q=erasmusstudyexchange

Please read it throughly.
ERASMUS+ PROCEDURE

- Before the mobility
- During the mobility
- After the mobility
B E F O R E  T H E  M O B I L I T Y

- Nomination - You will be nominated to the partner university by OIP after the placement.
- After your nomination you should apply to the partner university until the deadline with all required documents.
- Please note that after your nomination and application the partner university can reject your application.

**Estimated Application Periods**

For Fall semester it starts in May.
For Spring semester it starts in September.

Check the website of the partner universities regularly for updated information.
In case you cancel your mobility

Students who participate to the program is in the status of «Exchange Student». **They are not able to make course registration on the system.**

If you would like to cancel your mobility you should inform us as soon as possible.

**If you do not inform on time you will not be able to make pre-/ course registration.**

Your acceptance is valid for the term you are accepted it can not be transferred to following year or term.
Erasmus+ Study Mobility Documents

BEFORE MOBILITY
- Commitment Letter
- Acceptance Letter
- Learning Agreement (Before Mobility)
- Course Equivalency Form
- Grant Agreement
- Student Study Abroad Health Insurance
- OLS exam (online)

DURING MOBILITY
- Learning Agreement (During the Mobility)
- Course Equivalency Form (During the Mobility)

AFTER MOBILITY
- Learning Agreement (After the Mobility)
- Partner University Transcript
- Certificate of Attendance
- OLS exam (online)
- MT Survey-Final Report
Check your e-mail regularly. Letter of Acceptance and other related information will be sent to you via e-mail or by post.

When you receive your letter of acceptance you should submit the one copy to OIP or send e-mail to kuapp@ku.edu.tr.

If your Acceptance Letter will be received by us we will inform you via e-mail.
The Learning Agreement Before the Mobility

- During your application to the partner university please download the Learning Agreement document from our website, fill in the document with all details and get signature from your Academic Coordinator. Then bring the document to OIP for the signature of institutional coordinator. Send the one copy to partner university for their signature and after they signed it submit one copy to our office.

- Student should get approval from the academic coordinator of departments they study their major or minor in case to transfer the courses taken at the partner university.

- How to fill?
Course Equivalency Form (CEF)

- Fill in the course equivalency form with your academic coordinator and upload the document to petition part on KUSIS.
- You should update the petition on KUSIS when you make any changes on Learning Agreement.
- **ATTENTION:** You should take courses equivalent to 30 ECTS for one semester. You should meet this requirement in order to receive the grant.
- The students from CE have to fill out the Online Course Equivalency Form (For more information please contact Nil Demir).
# Course Equivalency Form for Exchange Programs

Name of the Student: ________________________________

Department: ________________________________ Standing: ________

Academic Advisor: ____________________________________________

Student Phone & E-Mail: ________________________________

Name of the Host Institution: __________________________________

Exchange Semester: ________________________________

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<tr>
<th>Host Institution</th>
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Student’s Signature: ____________________________ Date: ____________

**RECEIVING INSTITUTION**

We confirm the above-listed changes for the initially agreed program of the approved

Coordinator’s Signature: ____________________________ Date: ____________

For Office Use Only
Approve by Faculty Dean or Associate Dean

(Name) ________________________ (Signature & Date) ________________________
All students must obtain a travel health insurance with full coverage and should submit the copy of their policy to OIP.

Though you will get a health insurance at host country you should have travel health insurance before you leave.
Students can take their visa letter from KUAPP system.

**ATTENTION:**

Check the website of the consulate for the required visa documents.

It is the responsibility of the student to fulfill the required documents and procedure and apply on time.

Please check the visa procedure and apply on time for **Denmark, Holland, Slovenia and Czech Republic** as the visa procedure may take a long time.
Online Linguistic Support is provided to all participants by European Commission. Students must complete an online language exam in the main language of instruction at host institution. Online language course will be automatically assigned to students whose level is B1 or lower. Second language exam should be taken at the end of the mobility. It is compulsory to complete the exams in order to participate the program. The link for the test will be sent to your KU e-mail.
DURING YOUR MOBILITY

ARRIVAL
Participate to the program according to the dates on your letter of acceptance. Do not miss the orientation program.

LEARNING AGREEMENT
If there is any changes on the Learning Agreement document, fill in the During Mobility part and send it to OIP.

Update the CEF on KUSIS.
Documents to be submitted;

**Learning Agreement After the Mobility part:** Signed by all parties.

**Certificate of Attendance:** Approved by partner university,

**Final report:** Link for the report will be sent by the system of European Commission «Mobility Tool».

**Transcript:** You can take the document as an official copy from partner university or partner university may post the document directly to our office.

**OLS:** Second assessment should be completed.
Additional grant could be provided to participants with special needs.

An application should be submitted to National Agency with a document that prove the special need and medical report (received within 3 months) Confirmation from partner university which states that the institution is aware of the needs of the participant and provide the required equipment should be attached to application. Requested grant should be explained and reasoned in detail on the form. Requested grant should be directly related with the participation to the program. On the application form other financial supports and why they are insufficient should be explained.
Save our contact information of OIP.
Print the Check list from our web page and take it with you during your mobility processes.
Check oftenly your KU e-mail address.
Check who is your coordinator at host university
Please complete and submit the required documents.
Please do not wait until the deadline to submit your documents especially your visa application.
Make your own research about the host country!
Be prepared for possible questions about Turkey. Before discussion, make sure that you know enough about the topic and discuss without taking it personal.

Follow the written rules of the host country.

Take a copy of your official documents: passport, residence permit etc.

You can find this presentation and the other forms and information on our web page; https://oip.ku.edu.tr/outgoing-students-staff-menu

Bring some brochure with you to promote Koc University (you can take them from OIP office)
MEET OUR OUTGOING MENTORS

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Radboud University Summer School

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Kyoto University Global Exchange

Defne Kocadayı
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Sciences Po Paris Erasmus+
LIFE IS AN ADVENTURE DARE IT!