



ERASMUS+ Study Mobility

2019-2020 Academic Year





Did you know?

- **The name of Erasmus of Rotterdam, the famous early 16th Century humanist, was chosen for the ERASMUS programme.**
- The Erasmus programme was approved in 1987 as an independently run European Union programme with the aim of supporting student mobility.
- **In the first year of its existence the programme involved 11 countries, with 3 244 students travelling abroad for study stays. Since these early beginnings the programme has undergone a series of major changes.**
- The activities of LLP continue under the new Erasmus+ programme from 2014-2020.
- In 2016, Erasmus supported 725.000 mobilities, reaching out to nearly 79.000 organisations





ERASMUS+ Study Mobility

What is Erasmus+ Study Mobility?

Erasmus+ KA103 is a EU program intended to promote student and faculty mobility and encourage cross-border cooperation between European universities. Grants are available for exchange programs and also for student internships.

Students studying abroad in the **28 EU member countries** plus **Iceland, Liechtenstein, Norway, the FYR of Macedonia, and Turkey** are eligible to apply for Erasmus+ grants.





ERASMUS+ Study Mobility

When did the first ERASMUS student go abroad?

1987 Belgium, Denmark, Germany, Greece, France, Ireland, Italy, the Netherlands, Portugal, Spain, United Kingdom

1988 Luxembourg

1992 Austria, Finland, Iceland, Norway, Sweden

1994 Liechtenstein

1998 Cyprus, Czech Republic, Hungary, Poland, Romania, Slovakia

1999 Bulgaria, Estonia, Latvia, Lithuania, Slovenia

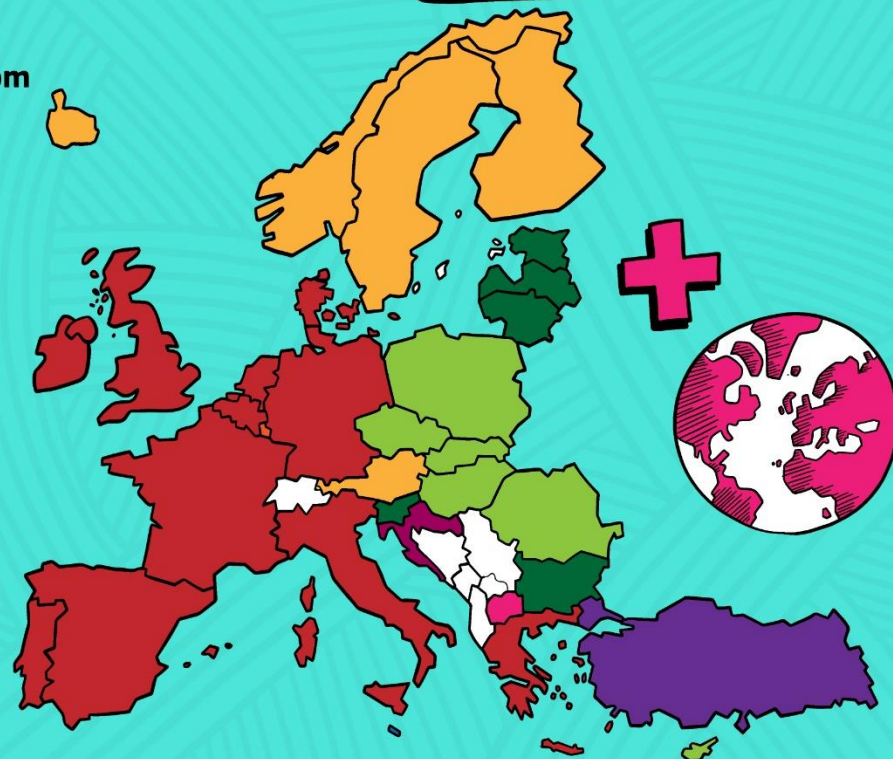
2000 Malta

2004 Turkey

2009 Croatia

2014 The Former Yugoslav Republic of Macedonia

Erasmus+ open to the world



Source: © European Commission, 2017





ERASMUS+ Study Mobility

Erasmus+ opens up your mind



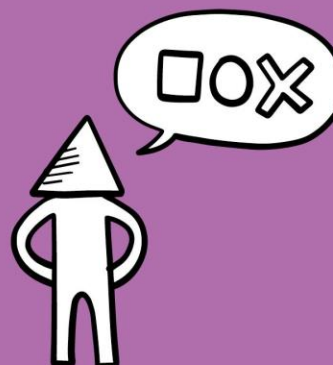
**97 % say
they get along better
with people from
other cultures**

EUROPEAN VOLUNTARY SERVICE



**93 % say
they appreciate
the value
of other cultures more**

HIGHER EDUCATION



**80 %
say they improved
their intercultural
awareness**

ADULT EDUCATION



**33 % of Erasmus+
alumni have a life
partner with
a different nationality**

HIGHER EDUCATION

© European Commission, 2017





ERASMUS+ Study Mobility

EMPLOYMENT AND CAREER DEVELOPMENT

ERASMUS STUDENTS



of Erasmus students study or train abroad to enhance their employability abroad



UNEMPLOYMENT RATE

Young people who study or train abroad are half as likely to face long-term unemployment

5 years after graduation
the unemployment rate
of Erasmus students is

23% LOWER

EMPLOYMENT AND CAREER DEVELOPMENT





ERASMUS+ Study Mobility

Duration of the Mobility:

- Study mobility should be **minimum 3 months or 1 trimester, maximum 12 months**.
- KU students usually are able to spend a semester (3 to 5 months) at one of the partner universities.
- A student may receive Erasmus mobility grants for a maximum of 12 months in any study cycle (Bachelor/ Master/PhD).





ERASMUS+ Study Mobility

Extension of Mobility

Extension of exchange semester could only happen if the following conditions are met:

- Semester extension can only take place from Fall to Spring. There cannot be a break (except for official holidays, semester break, etc.) between semesters.
- The student should inform Koç University OIP team regarding the extension request in early November in Fall Semester.
- Extension can only take place if there is available student quota for partner university.
- The student can extend his/her term as a “zero-grant” student if first three conditions are met. It is possible to participate in the program as a zero-grant student but the student accepts not to receive grant for the extended exchange duration.
- Extension requests are evaluated at the same time and students are placed based on their initial placement score.





ERASMUS+ Study Mobility

Interruption of Mobility

Mobility should be completed without any interruption. For study mobility semester breaks and official holidays are not counted as interruption.

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 already paid has to be fully refunded (70% of the total grant) to Koç University.

If there is a “Force Majeure” (mücbir sebep) situation, the student should immediately get in touch with OIP and OIP will seek Turkish National Agency’s advice and approval on the matter. If Turkish National Agency approves the situation as “Force Majeure”, then OIP will inform the student and the student will be able to return home before the end of the mobility period.

(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)*





ERASMUS+ Study Mobility

Partners and Destinations

Students are advised to check KU's [Institutional Partner List](#) before the application period. Please be careful about the following:

- ✓ Make sure to select the program type as Erasmus+
- ✓ Read the details on partner institutions' web pages such as Departments/Colleges included, Fact Sheet, Course List, Quota information, Language and GPA requirements, etc.
- ✓ Once you have a list of possible destinations, please visit OIP for specific questions on partner universities.





ERASMUS+ Study Mobility: Important Dates

Erasmus+ Exchange (First) Placement

07/01/2019

Announcement of the applications

03/02/19 - 25/02/19

Information Sessions

28/01/19 - 28/02/19

Online Applications for Erasmus+ Exchange Programs (Fall/Spring/Fall & Spring)

05/03/19

Applications Sent to the Selection Committee

13/03/2019

Announcement of Results

13/03/19 - 25/03/19

Students Hand in Letters of Commitment





APPLICATION

Done via <https://kuapp.ku.edu.tr>

Who is Eligible to Apply?

Applicants must be registered at KU as **full-degree undergraduate or graduate students** at the time of application.

Undergraduate students must have completed at least one academic year and **graduate students must have completed at least one semester** and have a valid CGPA score. They must also continue studies at the same level at KU in the following year, i.e. the year of the exchange.

Students studying in the English Language Preparatory Class are not eligible to apply.

Undergraduate students should have at least 2,2 CGPA, Graduate students should have at least 2,5 CGPA. Required English Proficiency Score is min. 80 TOEFL (IBT) or min. 550 Koç Institutional TOEFL or min. 6.5 IELTS.

The student must not have been on an Erasmus+ exchange for more than a total of 12 months per study cycle (Bachelor's, Master's and research studies are counted separately), including the time period applied for in this application. Maximum period is 24 months for students studying at School of Medicine.





APPLICATION DOCUMENTS

Please watch the demonstrative video on the OIP website for application

Document Type	Mandatory/ If applicable
Transcript of Records	Mandatory
Language Score card	Mandatory
Photo	Mandatory
Special Needs Statement & Proving documents	If applicable
Substitutive documents for children of martyr and veteran people	If applicable
Substitutive documents for students who are covered by the 2828 numbered Social Services Law	If applicable





SELECTION

Selection is done based on 50% Academic achievement (GPA) and 50% Language score.

Criteria	Points
Previous participation in Erasmus+ program	-10 points
Participation in birth country	-10 Points
Not attending the required orientation/pre-departure orientations organized by OIP in previous Erasmus+ mobility exchange	-5 Points
Students with special needs	+10 points
Children of martyr and veteran people	+15 points
Students who are covered by the 2828 numbered Social Services Law	+10 points

If a student fails to submit the commitment letter to confirm his/her attendance in Erasmus+ program within the timeframe given by OIP, 10 points will be deducted when the student applies for any Erasmus+ program in the future.





SELECTION

If an application and selection round for Erasmus+ Study and Internship program takes place at the same time, and if a student applies to both programs at the same time, then the following applies:

- If a student has not participated in an Erasmus+ program before: 10 points are deducted from the student's overall score for one of the programs (either study or internship), and the student selects the program for deduction to be implemented. The student informs OIP about this decision via a written petition.
- If a student has participated in an Erasmus+ program before: 10 points are deducted for the program that the student has participated before and 20 points are deducted for the other program that the student applies.





ANNOUNCEMENT OF RESULTS

All applicants are ranked from the highest to the lowest score

On the kuapp system:

- **"Coordinator Approved"** notification on your KUAPP account means that your documents are checked and approved. It does not mean that you are selected for now!
- If your status has been changed to **"Accepted,"** congratulations!
- If your status has been changed to **"Substitute,"** you are wait-listed for all of your preferences, not just for one that we have determined randomly. These students will be placed after the students who have already been placed do not turn their commitment letters in the office and therefore declare that they reject their selected mobility.





SELECTION

- Results are notified to all applicants in written format via:
 - OIP's website
 - e-mail
 - OIP board





AFTER PLACEMENT

- Only students who have signed and submitted the [Erasmus+ Commitment Letter](#) will be eligible to participate in the program.
- To cancel your application after submitting the Student Commitment Letter, you need to bring a [petition](#) to the office.





ERASMUS+ Study Mobility

Nomination & Application to Host University

Nomination:

- Being placed into an Erasmus+ partner university does not guarantee your eventual acceptance from the host university.
- The partner universities reserve the right to accept/reject student applications for exchange. Your acceptance will be valid only after their confirmation.
- Nominations are conducted by the OIP





ERASMUS+ Study Mobility

Application:

- The requirements for application may vary for each institution. Students are responsible for checking the host institution's website for any information that might be useful for the application procedure. Partner institutions sometimes post necessary information on their websites instead of sending e-mails.
- Obtain, complete, and send the "Application Form" of your host institution before the application deadline. Make sure that you include any other supplementary documents that are required by your host institution. Note that the application forms may be online. Information as to the exact application procedure can be found on each school's application form or website.
- Any late application or missing document risks your admission. Send soft copies via e-mail before sending them through mail.
- Please also be informed that the process of application to the host institutions must be handled individually by **yourself**. Our Office does not post application documents to host institutions.





GRANT

- Grants are paid to students in two installments.
- **70% of the grant** is paid before departure in 30-45 days following the submission of before mobility documents to OIP
- **The remaining 30% is paid after the student submits all required after mobility documents**, depending on the mobility duration as verified by the Certificate of Attendance and taking into account the student's level of success (ECTS Credits) and fulfilling their responsibilities.
- Payments are made in Euros, which requires a Euro bank account in Yapi Kredi Bank.





GRANT

Countries In accordance with Daily Expenses	Host Countries in Mobility/Updates for Erasmus+ Projects after 2018	Monthly Student Mobility Grant (€)*
1st and 2nd Group Program Countries	Denmark, Finland, Ireland, Lichtenstein, Norway, Sweden, The United Kingdom, Iceland, Luxembourg, Belgium, Cyprus, Germany, Greece, The Netherlands, Portugal, Spain, France, Italy, Austria, Malta	500
3rd Group Program Countries	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Macedonia, Czech Republic, Serbia, Slovenia, Turkey, Croatia.	300





GRANT DEDUCTION & REPAYMENT

Deductions and/or repayment may apply to students who do not fulfil their responsibilities and/or are unsuccessful. Grant deduction and/or repayment may take place in case of the following:

- ECTS Credits requirements :
 - Students are required to take 30 ECTS and expected to complete 20 or more ECTS credits successfully
 - If ECTS Credits are between 11-19 : The remainder %30 will not be paid.
 - If the student completed 10 or less ECTS credits upon return, the initial payment of %70 shall be refunded by the student.
- If the participant does not complete the required after mobility documents in line with the terms of the agreement, 30% of the grant based on total duration of mobility shall be deducted.
- If the participant does not submit the **partner university transcript of records and approved certificate of participation** which are the proof for fulfillment of the mobility, the grant that has been paid before shall be refunded by the student.
- Failure to complete the OLS test or EU Survey after mobility will result in 5% deduction of the total grant.
- If there is a “Force Majeure” (mücbir sebep)** and it is approved by the Turkish National Agency (OIP gets in touch with the Agency to get approval), the student will only receive the grant for valid days of mobility. If the students returns home without getting in touch with OIP first, the mobility will be considered invalid and the student will be asked to return the initial grant (70%) to Koç University.

**Force Majeure (mücbir sebep): Family issues, Health problems, Natural disaster, etc.





DISABILITY GRANT & ZERO GRANT

Disability Grant

- Additional grants are available for students with disabilities and health conditions wishing to participate in an Erasmus+ placement and where participation would not be possible without extra financial support.
- The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs.
- Applications for the Erasmus Disability Grant must be submitted to OIP prior to the start of the mobility.

Zero Grant Students

- Students are able to participate in Erasmus+ Study program without receiving a grant.
- However, it should be noted that the students have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to OIP.





Additional Grant Opportunity for Students with Financial Needs

Additional Grant Opportunity for Students with Financial Needs

This part is only applicable to students who hold Turkish citizenship:

Economically disadvantaged students who are selected for the Study Mobility will be paid an extra grant of 100 € per month from the study mobility budget, in addition to the amount of monthly grant specified in the grant table.

Students whose parents or themselves are receiving an allowance within the scope of the Article 2 of the Law on Encouragement of Social Assistance and Solidarity No. 3294 dated 29.05.1989 (29.05.1989 tarih ve 3294 sayılı Sosyal Yardımlaşma ve Dayanışmayı Teşvik Kanunu) can benefit from the opportunity of additional grant for economically disadvantaged people.

In order to benefit from the additional grant, the selected student must apply to the Office of International Programs (OIP) to submit the document indicating that he/she receives an allowance within the scope of the above-mentioned Law from the Provincial Directorate of Family, Labor, and Social Services (Aile, Çalışma ve Sosyal Hizmetler İl Müdürlüğü). Information regarding the way and the period in which the document is to be submitted to OIP will be announced to the students in the program announcements and/or via e-mails by OIP.





BEFORE MOBILITY DOCUMENTS

After you are selected please note that you will be expected to submit documents below to OIP:

[Erasmus+ Study Program Commitment Letter](#)

[Learning agreement for Study:](#) Students have to fill in all the parts on the Learning Agreement **electronically**. Hand-written Learning Agreement is not accepted by OIP.

Letter of acceptance: You are asked to submit the “Letter of Acceptance” when you receive it from the host university.

[Course Equivalency Form:](#) Similar to Learning Agreement, should be filled in coordination with Departmental Erasmus coordinator.

Insurance Coverage: Students are required to have an international insurance coverage for the duration of their mobility and submit the proving paperwork to OIP.

Online Linguistic Support (OLS): Students will be assigned an online English test via e-mail after completing above mentioned documents. Must be taken

Grant Agreement: Once the student completes and submits all the documents to OIP office, a draft version of the Grant Agreement is shared with the student by OIP. The student is obliged to fill in necessary places (i.e. bank account details, etc.), sign each page of the agreement and sign the signatory part of two copies of the agreement. The student is then asked to submit 2 signed copies to OIP office.

[Roadmap for Students with Special Needs](#) & [Special Need Support Request Form](#): Students with special needs should follow the steps described in the roadmap and Special Need Support Request Form.





DURING & AFTER MOBILITY DOCUMENTS

During Mobility

Documents to be submitted by student **upon arrival** at the host university:

- [Learning Agreement \(During\)](#): If the student wants to make a change on the Learning agreement, “During” part of the LA should be filled out electronically. This copy should be submitted to OIP via e-mail.
- [Course Equivalency Form \(During/After\)](#): If the student makes changes on the course list, then this form should be filled out and approved by the [Departmental Academic Erasmus Coordinator](#). This form could also be sent to OIP after mobility.

After Mobility

Following the completion of the program, student has to take the following steps.

- [Certificate of Attendance](#) : Submit the Certificate of Participation to OIP.
- [Learning Agreement-After Mobility](#): Submit “After Mobility” part of LA after getting the required signatures.
- [Fill online EU Survey](#): EU Survey is needed to be filled out online. OIP will be sending you the link of the survey through the Mobility Tool.
- [OLS](#): Students are required to complete the 2nd OLS test at the end of their mobility period.
- [Transcript](#): You are required to submit a copy of your transcript to OIP. Most of the time, partner universities send transcripts to OIP and then inform students. Students are required to collect the original copy of their transcript from OIP and take it to their faculties for transfer of courses with grades and credits.





IMPORTANT NOTES

- You **must** attend one of the pre-departure sessions organized by OIP. Students who do not attend orientation programs are responsible from the problems and hardships that they go through due to lack of knowledge. **Students who do not attend will also face deduction of points in case they apply Erasmus+ mobility programs in the future** (please check Application & Selection & Nomination part for more information).
- If you are receiving any grants from KYK (Kredi ve Yurtlar Kurumu) or other institutions, it is your responsibility to check with them to see if they have any additional requirements/obligations.
- Every student is responsible of his/her own Erasmus+ process. Please proceed with attention to the validity of your contact information and follow every step on your own unless there is a force majeure (such as death, illness, impairment etc.)
- Students participating in the Erasmus program continue to pay tuition fees at KU but are exempt from tuition at the host university, where they spend their semester/year abroad.
- Switzerland is not an Erasmus+ program country.





Required Course Load and Recognition of Courses

If you are participating in the program for one semester you are obliged to take 30 ECTS credits (15 KU credits):

- Students who achieve between 19-11 ECTS in total will not receive rest of their grant (30% of the total grant). Students achieve between 11 ECTS and lower must return the grant they have received (70% of the total grant).

If you are participating in the program for one trimester you are obliged to take 20 ECTS credits (10 KU credits):

- In order to receive the rest of the grant (30%), minimum 2/3 of the 20 ECTS should be successfully completed.

If you are participating in the program for two semesters you are obliged to take 60 ECTS credits and successfully complete min. 2/3 of 60 ECTS.

After your mobility you have to transfer the courses taken at the partner university with their grades and credits (Full Recognition).





Cancellation

To cancel your application after submitting the Student Commitment Letter, you need to submit the [cancellation](#) petition to OIP.

It should be noted that students, who cancel their exchange after the “notice period” provided by OIP right after the announcement of placement results, would lose - 10 points if they apply for Erasmus+ Program again in the future.





Practical Matters



- If you do not have a passport or you need to extend it when you submit an application, please download your “student letter” via e-devlet and use that document for passport fee exemption when you apply for a passport.
- Visa: Please make sure that you know the visa application requirements for that country. Check the website of its consulate
- Consulates often require a Letter of Acceptance (signed and stamped) and a letter proving your financial capacity.





Practical Matters

Residence Permit

- You may need a residence permit during your stay at the host country
- Please read any pre-arrival material provided by the host university
- Get necessary documents ready before your departure
- Follow Erasmus/ International Office's instructions while you are there

Accommodation

- Many partner universities offer on/off campus accommodation
- Please note that accommodation arrangement is your responsibility
- Mind the deadlines/procedures regarding housing application provided by the host university
- Make research on student recommendations
- For private accommodation, we advise you to check the following;
 - Area: is the area safe? Do other students choose to live there?
 - Location: is it near the campus? If not, what is the transportation cost? Do the university provide free-transportation card?
 - Price: does it include bills?





Practical Matters

Health and Safety

- Follow the rules & regulations of the host country
- Keep your distance from any large political demonstrations
- Show respect and sensitivity for cultural, political and social issues
- If there is a security concern, contact your family/university ASAP
- In case of theft; keep a couple of copies of your passport and residence permit at different locations
- If your passport is stolen, inform Turkish Consulate ASAP
- If you have an accident or major health problem, inform your family, host university and KU OIP ASAP
- Inform your host university & close friends about your emergency contacts' details





STAY IN TOUCH

For further information about the program please visit

[OIP Erasmus+ Study Exchange Website](#)

Contact us for being a part of this adventure and receive detailed information:

E-mail: kuapp@ku.edu.tr

Office Hours:

From Monday to Friday (11:30-12:30 & 14:00-15:00)

Office of International Programs

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