



KOÇ
ÜNİVERSİTESİ
OFFICE OF
INTERNATIONAL
PROGRAMS

ERASMUS+ STUDY MOBILITY

**Frequently
Asked
Questions**

Updated February 2021



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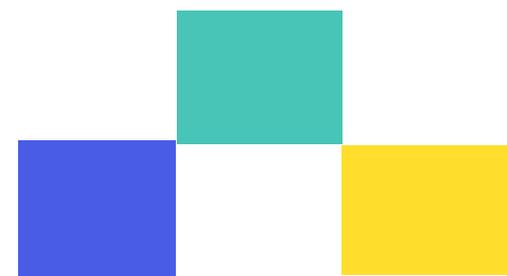
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Application Process

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How can I apply for Erasmus+ Exchange?

The applications are made online on OIP's [KUAPP](#) system. Students who are applying for the first time must make a Preliminary Application and then select the Exchange program type they would like to apply. There is a demonstration video on our [website](#) that shows how students can complete their applications.

3

How many semesters can I go for Erasmus+ Exchange? Can I apply for one year?

Students can participate in Erasmus+ Exchange for a total of 12 months in one study cycle (i.e Bachelor, Masters, PhD). However, this rule is different for programs such as integrated PhD programs and for programs that two cycles of study are combined such as Medicine. The max. duration of mobility for such programs is 24 months in total. OIP places students for one semester and the students can extend their Erasmus+ Exchange from Fall to Spring, if their Erasmus+ university and OIP approve this extension. The procedure and timeline to place this request is explained [here](#).

2

When can I apply and when should I go?

There are three application rounds in every academic year for Erasmus+ Exchange. If students would like to go on exchange in Fall Semester of the following academic year, they must apply in our first round of applications, which opens in February. The second and third rounds of applications are opened in May and July, respectively, only to go on exchange in Spring semester. Please visit our [Application & Selection Calendar](#) for specific dates.

Application Process

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Which documents do I need to complete my application?

Students must upload their most recent transcript, their language scorecard and a photo to complete their application. However, there are additional documents in some cases. Please visit [here](#) for detailed information.

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What are the GPA requirements for applying for Erasmus+ Exchange? Am I eligible to apply?

Undergraduate students must complete at least two semesters and postgraduate students must complete at least one semester at their departments to be eligible for application. Minimum GPA requirements for application are 2.20/4.00 for undergraduate students and 2.50/4.00 for graduate students



Application Process

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What language score do I need to apply?

With the recent update on language requirements, Koc University English Proficiency Exam (KUEPE) results will also be accepted and students will be able to apply for the program using their expired language scorecards as well. The minimum required scores for Erasmus+ applications are:

- **Koç TOEFL: 550**
- **TOEFL IBT: 80**
- **IELTS 6.5**
- **KUEPE: 60**

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How does OIP make the selection for Erasmus+? How is my placement score calculated?

Students' placement scores are calculated as follows: %50 of student's CGPA + %50 of language score. Students are ranked based on their placement scores and partner university quotas for specific department/departments.



Application Process

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How can I know which universities accept KUEPE and which ones will require a valid TOEFL/IELTS score?

OIP will announce a list of universities at the beginning of the Erasmus+ Applications. Students must check KU Daily announcements, OIP's website and Institutional Partner List to see which universities accept KUEPE and which universities require a TOEFL/IELTS score. Eventhough we accept expired TOEFL/IELTS scores, partner universities may ask for a valid language score to accept the students.

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How many universities I can list in my preferences?

Students can list up to 6 preferences while completing their application. We recommend that our students list alternative destinations. If a few number of preferences are listed and students with higher scores are placed in these preferred institutions, it is likely that students who have made a small number of choices will not be placed in any institution.

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Where can I find the universities I can go for Erasmus+ Exchange?

Students can find a range of universities and filter their faculties and departments on our [Institutional Partners List](#) and check the specific partner profile pages for further information on courses offered, semester dates, courses offered etc. Students cannot go on Erasmus+ Exchange if an insitution is not listed among our institutional partners.



Application Process

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How can I contact my Erasmus+ Coordinator?

The list of Departmental Erasmus+ Coordinators can be found [here](#). Please contact your Erasmus+ Coordinator after doing your research on possible partner institutions and possible list of courses you would like to take on your Erasmus+ semester. These coordinators will also be responsible for approving and signing your Erasmus+ documents once you are selected.



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What should I do after I complete my application on KUAPP?

OIP will announce the placement results on [Erasmus+ Study Mobility > Placement Results](#) section. The students will also be communicated via e-mail, with information on further steps of their Erasmus+ exchange.

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Does my Global Exchange application affect my Erasmus+ placement score?

No, Erasmus+ and Global Exchange applications are evaluated separately and placement scores do not affect one another.

Application Process

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Can I apply to Erasmus+ and Global Exchange programs at the same time?

Yes, students can apply to Erasmus+ and Global Exchange Programs only for different semesters of one academic year. Students cannot have two active applications from Erasmus+ and Global Exchange programs for the same semester. They must cancel their active application to apply to another program for the same semester.

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Can I be an Erasmus student without receiving the Erasmus+ grant?

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.



Application Process

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Can I benefit both from Erasmus Study Mobility and Erasmus Internship Mobility during my education?

Yes, students can apply to both Erasmus+ Study Mobility and Erasmus+ Internship Mobility. However, the total duration of Erasmus+ participation can be up to 12 months during one study cycle (i.e. Bachelor, Masters or PhD) However, this rule is different for programs such as integrated PhD programs and for programs that two cycles of study are combined such as Medicine. The max. duration of mobility for such programs is 24 months in total.

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Does OIP hold info sessions or Q&A sessions for students?

Yes, OIP holds info sessions for every exchange program including Erasmus+ during the application period. The specific dates and times of the info sessions/Q&A sessions for Erasmus+ Program will be announced via e-mail and KUDaily when the Erasmus+ applications start.

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How can I contact OIP if I have further questions about the application process?

Students can send their questions and requests by opening an OIP-Trackit or by sending an e-mail to to outgoing@ku.edu.tr. Students may also book an appointment with our outgoing advisors through [Erasmus+ Study Mobility > Contact](#) section to discuss any questions they might have about exchange programs.

After Placement & Partner University Application

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What is the next step if I get selected? What should I do after the results are announced?

Students must submit their commitment letters regarding their participation decisions to OIP within the given time. OIP will take students' commitment letters into the records and nominate these students to their partner universities. Partner universities will contact nominated students and inform them about the application procedures for their institution. If students do not submit their commitment letters within the given period, their participation will automatically be cancelled.



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What happens if my status is indicated as "Substitute" on the placement results? What should I do?

Being substituted means that the quota was used by other students with higher placement scores. If the selected students choose to cancel their program within the commitment letter submission period, OIP will use the quota to place the substitute students. These students will be informed individually about their placements after the commitment letter submission deadline.

After Placement & Partner University Application

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What happens if I decide to change my semester?

Students who are selected for Fall Semester can defer their exchange period to Spring, provided that their host university approves this deferral. Students who are selected for Spring cannot change their semesters to Fall if the nomination and application deadlines have passed.

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What should I do if I decide to cancel my Erasmus+ Exchange?

After being selected, students are given usually around two weeks to decide whether they would like to participate in the program or not. If students cancel within the given period, there is no penalty. However, if students decide to cancel their Erasmus+ after the given period, a 10-point deduction will be made on the students next Erasmus+ application. Students who wish to cancel their Erasmus+ Exchange must fill in and submit the cancellation petition, which can be found on our [website](#).

If students' exchange programs are cancelled due to Covid-19 restrictions, governmental and institutional decisions prohibiting physical travel to the exchange destinations, students will not be subject to the 10-point deduction for their future applications.

After Placement & Partner University Application

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Is there an orientation session before my mobility?

Yes, OIP organizes pre-departure orientations to inform outgoing students about their Erasmus+ procedures and responsibilities. Pre-departure orientations for Fall semester take place in May, whereas pre-departure orientations for Spring semester take place in October. Specific dates of these orientation sessions are announced to the students after their placement.



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What does "being nominated" mean and what are my responsibilities if I get selected?

After the placements are complete, the students will then be nominated by OIP to partner Erasmus+ universities. Fall students' nominations are done before Spring students' nominations. The students will be responsible for completing their second phase of application (Application to host university) by providing the required document until the deadline. Please find our partner universities' application requirements on their websites or in their fact sheets for more information. Fact sheets can be found on partner profile pages.

After Placement & Partner University Application

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What happens if my host university rejects my application?

If students do not meet our partner university's application and quota requirements, partner universities might reject the students' applications. In that case, we try to place our students in their other preferences, depending on the availability of quota.



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Does OIP provide any services in terms of visa, insurance or accommodation?

No, students are responsible for making the arrangements for their own visa application, insurance and accommodation. Each country and partner institution might have their own visa, insurance and accommodation procedures. We ask our students to follow their host university's guidelines, pay attention to the relevant country consulate's rules and regulations for these arrangements. OIP can issue a document for visa purposes, stating that the student is selected for the exchange program.



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Which documents do I have to submit before I start my Erasmus+ Semester?

Students can find all required Before Mobility documents on our [website](#). Detailed information about these documents and how to prepare them will be given at our pre-departure orientation sessions.

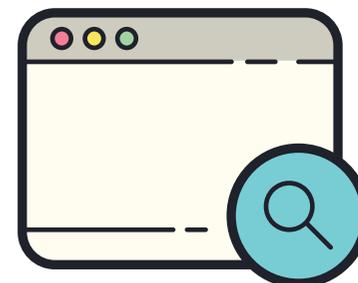


All Erasmus+ documents can be found on the [Useful Documents](#) section on our website!

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How can I plan and select the courses I will take on my Erasmus+ Semester?

Partner universities often share a tentative course list on their incoming exchange web pages and in their fact sheets. Students must consult their Erasmus+ Coordinators at their departments and select their courses with their coordinators' approval.



Erasmus+ Procedures & Documents

Before you go

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How many ECTS Credits should I take during my Erasmus+?

Students must select at least 30 ECTS (15 KU Credits) at the beginning of their Erasmus+ Semester. Students must pay attention to partner universities' course list, where the credits for each course will be indicated. Students should consult their faculties and Erasmus+ coordinators for KU credit conversions. For more information about the required course load, please visit our [website](#).

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Can I make changes in the courses I selected before my Erasmus+ Semester? What happens if I decide to withdraw one course?

Yes, students are free to make changes in their course plan. However, all changes must be approved by students' Erasmus+ coordinators. Students are also required to submit the documents to indicate these course changes (add/drops). For more information, please visit [here](#).



Erasmus+

Procedures & Documents

During your Erasmus+ Semester

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Do I need to submit any documents while I am on Erasmus+ Exchange?

If there are course changes in a student's course plan after starting the Erasmus+ Semester, the relevant documents must be submitted to OIP during the exchange period. If there are no course changes, students do not have to submit any documents during their exchange.

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Can I cancel my Erasmus+ Exchange after I start my exchange semester?

Students may cancel their Erasmus+ Exchange at any stage of their Erasmus+ period. However, if students cancel their Erasmus+ Exchange after the course enrolment period at their home university, they might not be able to select courses for that semester. Cancellations after the "Commitment letter submission period" will result in a 10-point deduction in students' future applications.



Erasmus+ Procedures & Documents

After you return

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Which documents do I need to submit after I complete my Erasmus+ Semester?

Students must submit all required After Mobility documents on our [website](#) upon completing their Erasmus+ Semester.

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How can I transfer my courses after I complete my Erasmus+ Semester?

After their Erasmus+ Semester is completed, students should follow up their course transfer procedures. Erasmus+ transcripts must be submitted to their faculty to start the course transfer procedures. All courses listed in the Erasmus+ transcript must be transferred to students' KU transcripts.

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Do I have to transfer my courses? What if I fail a course during my Erasmus+ Semester?

All the courses (including the failed courses) listed in students' Erasmus+ Transcripts must be transferred to Koc University transcripts with their grades and credits.

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Can I receive the Erasmus+ Grant? Do I need to apply for grant separately?

Students do not need to apply for Erasmus+ grant separately. Erasmus+ grants are distributed based on the number of applications and our university's available budget allocated by Turkish National Agency. The decision on how to distribute the grant among the students is announced in July/August, after the students are selected.

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Can I receive the Erasmus+ Grant if I receive scholarships from other institutions?

Grant allocations are done regardless of the students' scholarship status. All selected students are evaluated equally and ranked according to their placement scores.

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How is the Erasmus+ Grant paid? Do I receive the payment monthly?

Grants are paid to students in two instalments. 70% of the grant is paid before departure, following the submission of before mobility documents to OIP, and the remaining 30% is paid after the student submits all required after mobility documents.

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How much grant can I receive?

It depends on the Erasmus+ Funding allocated to Koc University by Turkish National Agency. However, there are certain grant categories based on Erasmus+ destinations. For more information, please visit our [website](#).

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Are there extra grants for students with special needs or financial needs?

Yes, more information on additional grant opportunities for students with special needs or financial needs can be found [here](#).

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What should I do to receive the Erasmus+ Grant? Do I need to open a EUR bank account to receive the grant?

Once the students' required documents are completed, OIP will issue the payment order. Students must open a Yapı Kredi EUR bank account to receive their Erasmus+ Grants.

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Does Koç University provide financial support for travel or accommodation other than the Erasmus+ Grant?

Erasmus+ Grants are allocated to students to help them finance their expenses. However, each student are responsible for their own arrangements. Koc University does not provide additional financial support for travel or accommodation expenses.

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Do I need to prepare and submit Erasmus+ Documents if I am not receiving the Erasmus+ Grant?

All Erasmus+ students must submit the required documents in order to participate in the program, even if they do not receive the Erasmus+ grant.

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In which cases will I be asked to refund the Erasmus+ Grant?

The rules and regulations about refunding the Erasmus+ Grant are explained on our [website](#) in detail. Students must pay attention to submit the required documents and complete the required courseload to receive the Erasmus+ Grant in full.

For any other inquiries and further information about our exchange programs, please visit our website, oip.ku.edu.tr

If you have any questions, contact us via outgoing@ku.edu.tr

