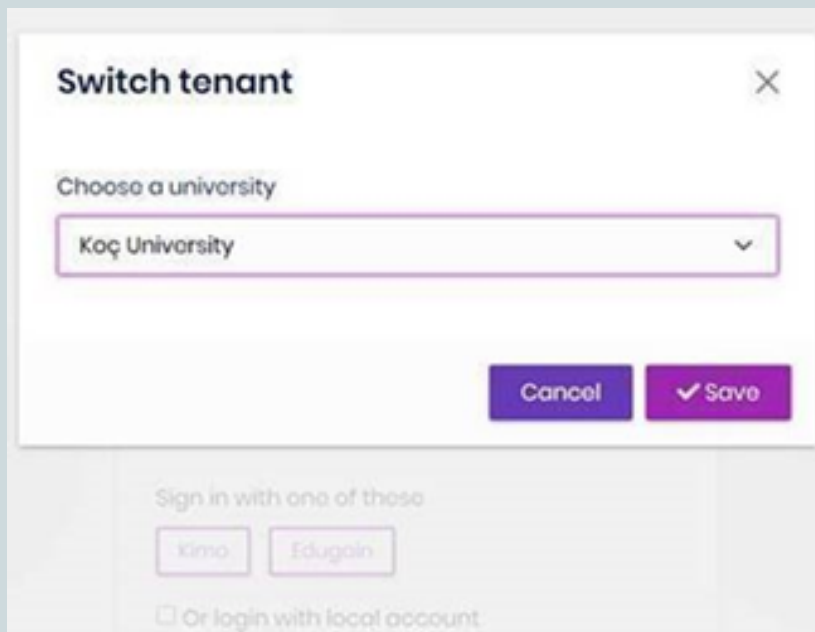


STUDENTS'
GUIDE FOR
ONLINE
LEARNING
AGREEMENT

LOG IN TO SYSTEM

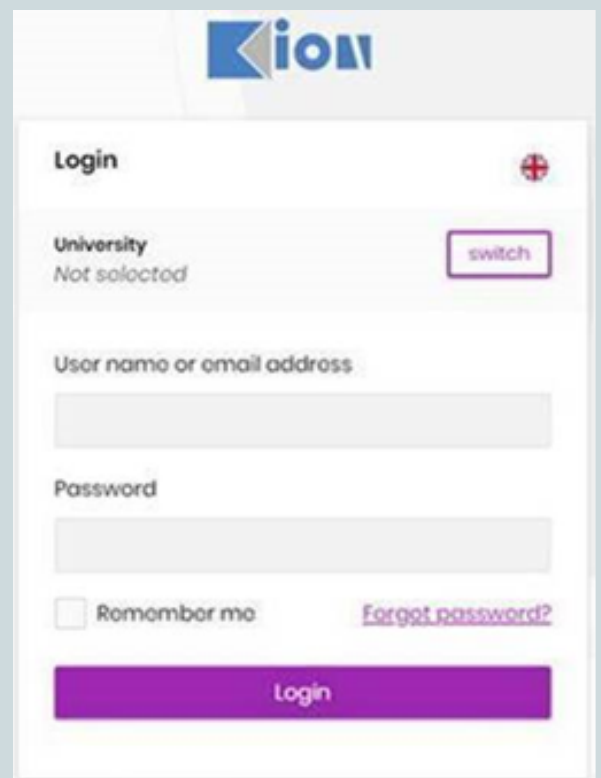
When logging into the [website](#), a login panel will open as it is indicated in the screenshots. If the “Tenant” field is empty (which will be empty because there will be a new entry), please press the Switch button and please select “Kimo”. A list will open, simply select Koç University from the list and click Save.

01



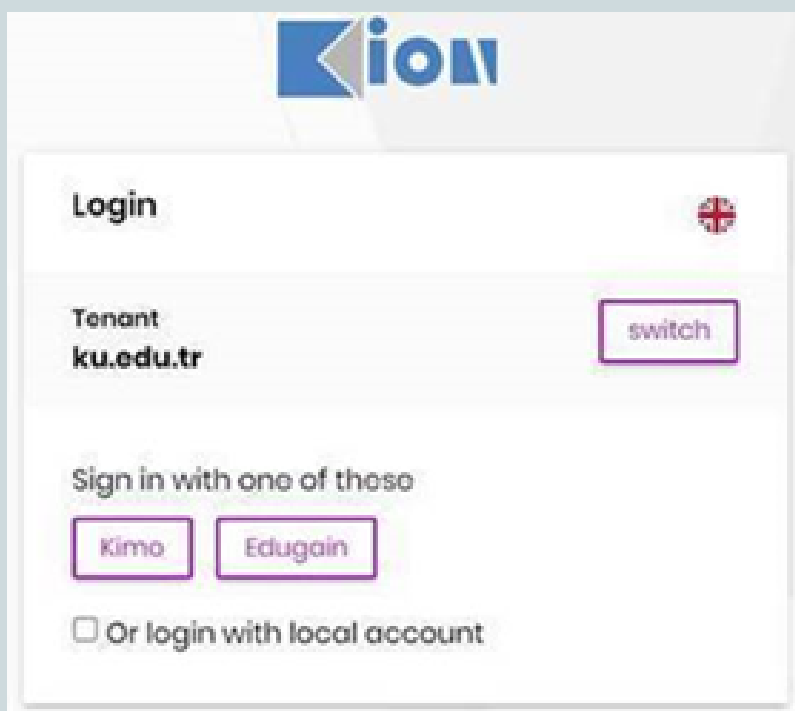
A dialog box titled "Switch tenant" with a close button (X) in the top right corner. It contains a section "Choose a university" with a dropdown menu showing "Koç University". At the bottom, there are two buttons: "Cancel" and "✓ Save". Below the dialog box, there is a section "Sign in with one of these" with two buttons: "Kimo" and "Edugain". At the bottom of this section, there is a checkbox labeled "Or login with local account".

02



A login form with the "Kion" logo at the top. It has a "Login" title and a red cross icon. The form contains a "University" field with the text "Not selected" and a "switch" button. Below this is a "User name or email address" field and a "Password" field. There is a checkbox for "Remember me" and a link for "Forgot password?". At the bottom, there is a large purple "Login" button.

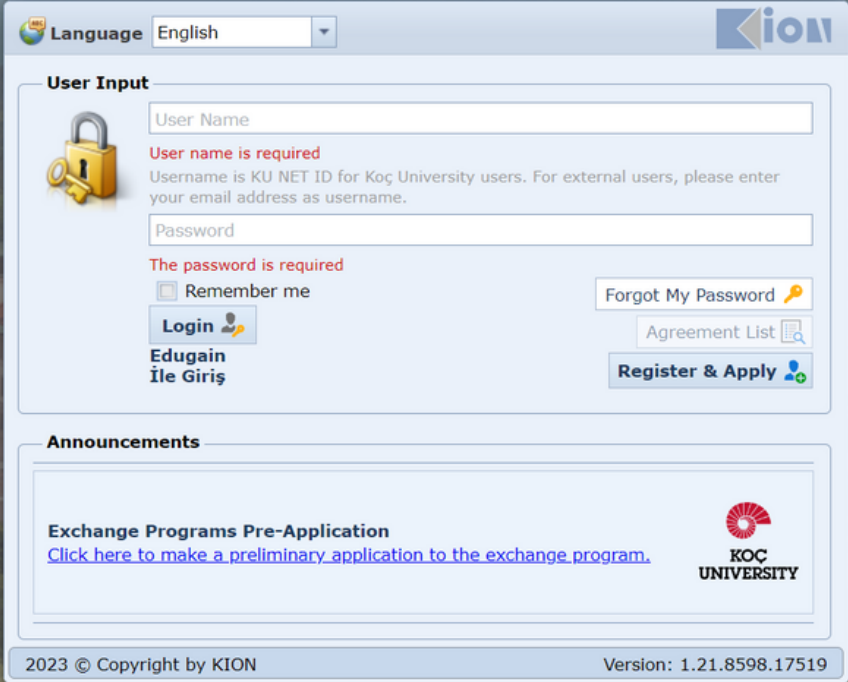
03



A login form with the "Kion" logo at the top. It has a "Login" title and a red cross icon. The form contains a "Tenant" field with the text "ku.edu.tr" and a "switch" button. Below this is a section "Sign in with one of these" with two buttons: "Kimo" and "Edugain". At the bottom, there is a checkbox labeled "Or login with local account".

LOG IN TO SYSTEM

When you select KU, the login options will appear on the screen:



The screenshot shows a web browser window with a login form. At the top, there is a language dropdown menu set to 'English' and the 'KION' logo. The main section is titled 'User Input' and contains a lock icon. Below the lock icon, there are two input fields: 'User Name' and 'Password'. The 'User Name' field has a red error message: 'User name is required'. Below this, a message states: 'Username is KU NET ID for Koç University users. For external users, please enter your email address as username.' The 'Password' field has a red error message: 'The password is required'. Below the password field, there is a 'Remember me' checkbox and a 'Forgot My Password' link with a key icon. There are two buttons: 'Login' with a user icon and 'Register & Apply' with a plus icon. Below the login section, there is an 'Announcements' section with a link: 'Exchange Programs Pre-Application' and a sub-link: 'Click here to make a preliminary application to the exchange program.' The KOC UNIVERSITY logo is also present. At the bottom, there is a footer with '2023 © Copyright by KION' and 'Version: 1.21.8598.17519'.

Language English

User Input

User Name

User name is required

Username is KU NET ID for Koç University users. For external users, please enter your email address as username.

Password

The password is required

☐ Remember me

Forgot My Password

Login

Edugain
İle Giriş

Agreement List

Register & Apply

Announcements

Exchange Programs Pre-Application

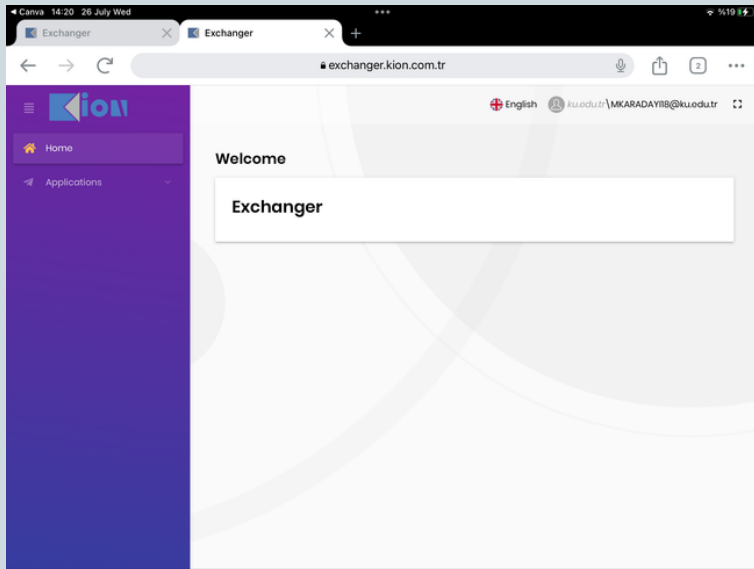
[Click here to make a preliminary application to the exchange program.](#)

KOC UNIVERSITY

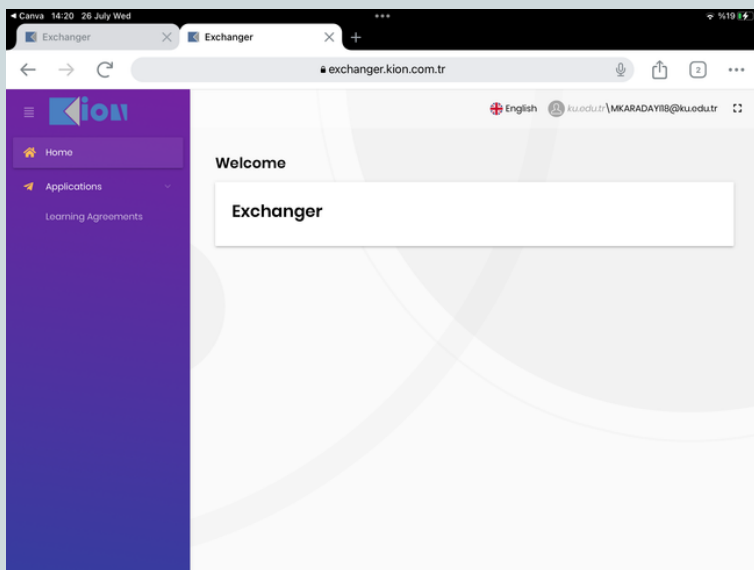
2023 © Copyright by KION Version: 1.21.8598.17519

Please proceed by clicking on the "Kimo" button. By clicking this button, the system will redirect to our dedicated portal. Once redirected, please enter the KUSIS (Koç University Student Information System) credentials in the provided login window.

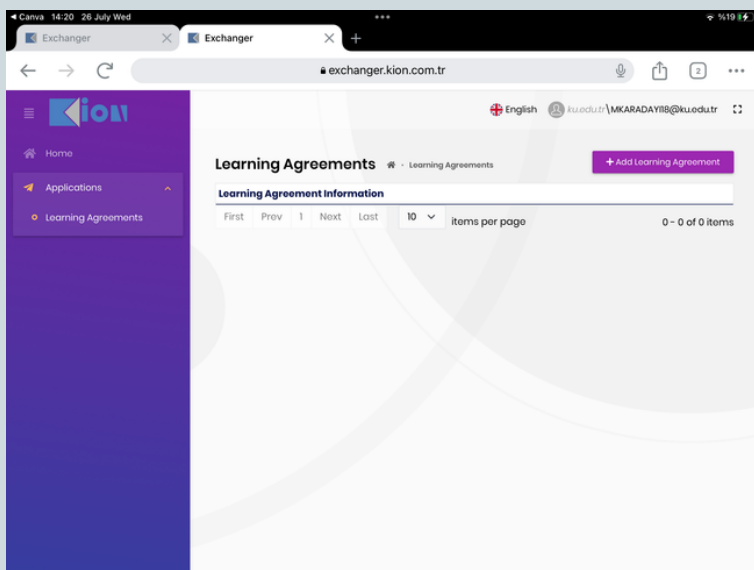
After this step, the system will direct to the EWP system and enable us to access the learning agreements.



After logging in please click on the "Applications" tab to proceed.



After clicking on the applications tab, it will lead you to the "Learning Agreement" tab.



From the Learning Agreement tab, the "Add Learning Agreement" button can be accessible on the right-hand side of the screen.

Create/Update Learning Agreement

Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on traditional academic mobility of between 2 and 12 months at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between 5 and 30 days of physical mobility at another higher education institution combined with a

Short-term Doctoral Mobility

Develop your skills and find contacts by going on short-term doctoral mobility of between 5 and 30 days at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in

After clicking the "Add Learning Agreement" button, a form will appear and **firstly you need** to select the "Mobility Type".

Create/Update Learning Agreement

Student Information | Sending Institution Information | Receiving Institution Information | Proposed Mobility Programme | Virtual Components | Commitment

Selected Mobility Type

Mobility Type

Semester Mobility

Nomination Information

Academic Year | Full Name | Unit | #

Student Information

The form consists of six parts and the first section is the "Student Information" section.

Name **Surname** **Gender** **Nationality**

Birth Date **Eqf-levels** **Email**

Isced-F **Isced Clarification**

Optional subject areas associated with this mobility

This field contains additional details regarding "Isced-f-code" field.

← Previous Step | Next Step →

Close | Reset

Please fill out the required information.

The screenshot shows the 'Create/Update Learning Agreement' form at the 'Sending Institution Information' step. The progress bar at the top indicates the current step. The form includes sections for 'Sending Institution Information' (Organization: Koç University, Department: [empty]), 'Sending Institution Responsible Person (Academic Staff)' (Name, Surname, Email), and 'Sending Institution Administrative Contact Information' (Name, Surname, Email, Phone Number). Navigation buttons at the bottom include 'Previous Step', 'Next Step', 'Close', and 'Reset'.

The second part is the "Sending Institution Information" section.

Please select the sending institution from the "Organization" tab.

Please make sure to complete all the information needed **before you move to the next step.**

The screenshot shows the 'Create/Update Learning Agreement' form at the 'Receiving Institution Information' step. The progress bar at the top indicates the current step. The form includes sections for 'Receiving Institution Information' (Organization, Department, Academic Year), 'Receiving Institution Responsible Person (Academic Staff)' (Name, Surname, Email), and 'Receiving Institution Administrative Contact Information' (Name, Surname, Email, Phone Number). Navigation buttons at the bottom include 'Previous Step', 'Next Step', 'Close', and 'Reset'.

The third part is the "Receiving Institution Information" section.

Please make sure to complete all the information needed.

Exchanger x Exchanger x +

exchanger.kion.com.tr

Create/Update Learning Agreement

Student Information Sending Institution Information Receiving Institution Information **Proposed Mobility Programme** Virtual Components Commitment

Preliminary Oia Options

Planned Start Of The Mobility Planned End Of The Mobility

List of components studied (or planned to be studied) at the receiving HEI

Table A - Study programme at the Receiving Institution Add +

Approved Proposals

Course Title	Course Credit	Course Credit	Term	Total	Course Code	Status	#
				Number Terms			
				Scheme Value			

Changes Proposals

Course Title	Course Credit	Course Credit	Term	Total	Course Code	Status	#
				Number Terms			
				Scheme Value			

Total Credit: 0

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: (web link to the relevant info)

This field must start with 'http://' or 'https://' & must be a valid url format

Language Skills

Language The Level of Competence

List of components recognized (or planned to be recognized) at the sending HEI

Table B - Recognition at the Sending Institution Add +

Approved Proposals

Course Title	Course Credit	Course Credit	Term	Total	Course Code	Status	#
				Number Terms			
				Scheme Value			

Changes Proposals

Course Title	Course Credit	Course Credit	Term	Total	Course Code	Status	#
				Number Terms			
				Scheme Value			

Total Credit: 0

Provisions applying if the student does not complete successfully some educational components: (web link to the relevant info)

This field must start with 'http://' or 'https://' & must be a valid url format

The mandatory parts to be filled in the "Proposed Mobility Programme" section are "Language" and "The Level of Competence"

Please make sure to complete all the courses you are planning to take at the host university and which you already discussed and got approval from your Erasmus+ coordinator.

Exchanger x +

exchanger.kion.com.tr

Create/Update Learning Agreement

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme **Virtual Components** Commitment

Virtual components at the Sending institution

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Table C - Add Virtual Component Add +

Approved Proposals

Course Title	Course Credit	Course Credit	Term	Total	Course Code	Status	#
				Number Terms			
				Scheme Value			

Changes Proposals

Course Title	Course Credit	Course Credit	Term	Total	Course Code	Status	#
				Number Terms			
				Scheme Value			

Toplam Kredi: 0

Previous Step Next Step

Close Reset

There are no mandatory fields in the "Virtual Component" section.

Create/Update Learning Agreement

Student Information | Sending Institution Information | Receiving Institution Information | Proposed Mobility Programme | Virtual Components | **Commitment**

Pre Commitment

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Signature

Clear Undo

Previous Step Next Step

Finally, you can complete the Learning Agreement by filling in the signature part in the "Commitment" section and save the form.

Learning Agreements

Learning Agreement Information

Mobility Plan	Student Information	Sending Institution	Receiving Institution	Signer Information
Mobility Type: Somerset Mobility Departure Date: Return Date: Recipient Institution: Academic Year: 2023/2024 Options	Full Name: Merve Meryem Karadayi Email: mkaradayi@ku.edu.tr EQF Level: Level 3 ISCED-F Code: 090	Institution Name: ku.edu.tr Unit Name: Responsible Person Name: Gizem Guler Person Contact: g.guler@ku.edu.tr	Institution Name: em-lyon.com Unit Name: Responsible Person Name: Joaquina Marina Person Contact: marina@em-lyon.com	Student: Awaiting Signature Local Coordinator: Awaiting Signature Receiving Coordinator: Awaiting Signature

First Prev 1 Next Last 10 items per page 1 of 1 items

By saving you have completed the process and sent the request to the Erasmus+ coordinator / host institution.