

ERASMUS+ STUDENT MOBILITY FOR STUDIES (SMS)

STEP BY STEP DOCUMENT

FOR OUTGOING STUDENTS

BEFORE THE MOBILITY

Dear students, first of all, congratulations for being selected (either granted or zero-granted) to participate in the Erasmus+ SMS and good luck!

The steps you need to follow to study at one of our partner universities in Europe are shared with you in this document. For the information you may need during the process, you should first read this document carefully and thoroughly and then go over the orientation presentation and the video recording of the orientation presentation. If you still cannot find the information you need, contact us via erasmus@ybu.edu.tr.

1. Nomination:

- * Students (granted/zero-granted) are nominated to the first university on their university preference list. With the nomination procedure, that first university on the students' preference list is officially informed about the nominated student. Please note that the students are nominated to the partner universities in the order of their preferences.
- * Due to partner university's quota restrictions and/or any other restrictions introduced by the partner universities such as nomination and application deadlines, the AYBU Erasmus+ student candidates can be nominated to the next university on their preference list.
- * If the nomination of the student to the preferred university/universities is not possible due to quota restrictions and/or any other restrictions and there is no other available university option for further nomination, the selected student candidate cannot participate in the mobility, but will not be subtracted 10 points in their next Erasmus+ application. However, in case of any other problems, 10-point-substraction will be applied.
- * The nominated student will be informed about the nomination through being added as a recipient to the nomination email.
- * Refusal by the host schools is not our office's responsibility. For example, refusal due to choosing a school that requires a language certificate (other than English) or that does not provide assistance for disabled students or that does not offer enough courses for Erasmus+ students in that semester is entirely the student's responsibility. Therefore, the students must choose the host schools after careful search.

2. Application:

- * Once the Erasmus+ student candidates are nominated to the partner universities, they have to complete the application procedure of the respective universities themselves.

- * To get informed about the application procedure of the universities they have been nominated to, students have to check the official website of the partner universities for the application information. As a starting point students may review the ‘Additional Information’ section on the AYBU IRO Inter-institutional agreements document available on our website and on the ErasmusPort system.
- * It is highly possible for the partner university to inform the nominated student via e-mail about the application procedure following the nomination deadline. For example, if the student’s nomination by AYBU IRO has been completed in mid-November, but the nomination deadline of the partner university is mid-December, the university may not contact the student before mid-December. Thus, students are advised to wait.
- * Students may find up-to-date information about the nomination/application deadlines through the website of the partner universities. If the information is not available, students may contact the responsible Erasmus+ staff at the partner/host universities and kindly request information.
- * The completion of the application procedure on time is the nominated student’s responsibility. AYBU IRO does not make applications on behalf of selected students. It is entirely the nominated student's responsibility to follow up, execute and complete the application procedure (post-nomination "application" process) on time.
- * Failure to complete the "application" process by the student on time as requested by the other/host university causes the host/partner university to cancel/reject the student’s nomination. In order not to face such an undesirable situation, the nominated students must meet the requirements on time.

Application documents and procedures: Partner universities have different application procedures and may require different documents from the students. Some of the documents are listed below. However, for the most up-to-date information, students are advised to check the information provided for them by the host university via email.

Application Form: The application form is a document that should be filled in by the candidate student. Students are usually required to fill in their contact information (name, surname, address, phone number, etc.) and information about their studies (program, educational cycle, year of studies, etc.).

Students might be asked to provide information about the sending institution (AYBU).

Key information:

- **Sending Institution:** ANKARA YILDIRIM BEYAZIT UNIVERSITY
- **Erasmus+ Code:** TR ANKARA15
- **Erasmus+ Institutional Coordinator:** Dr. Şemsettin TABUR
- **Erasmus+ Departmental Coordinator:** You may check your departmental coordinator via <https://aybu.edu.tr/dib/tr/sayfa/2688/Erasmus-Koordinat%C3%B6r-Listesi>
- **Study/Academic field:** You can find the ISCED code list on our website under “Erasmus”.

Some universities may require the Erasmus+ Institutional Coordinator’s signature and the stamp of the university (AYBU) on their application form. The students may send their application form for signature and stamp to erasmus@ybu.edu.tr after they have signed the form themselves. Students do not need to submit any documents in person.

Accommodation Form: Some universities offer in-campus and/or off-campus accommodation and may ask you to fill in a form to apply. You may check the official website of the partner universities for accommodation information and/or get in touch with the AYBU Erasmus+ Student Network (AYBU ESN) and/or the ESN of the partner university (if available) and kindly request information. Neither AYBU IRO nor the partner university is responsible for the arrangement of accommodation.

Passport: Students might be asked to provide their passport number on the application form. Erasmus+ students may apply for a passport without fees. Detailed information can be found at <https://randevu.nvi.gov.tr/> and AYBU Registrar's Office’s web site. (<https://www.aybu.edu.tr/oidb/tr/sayfa/715/Formlar>)

CV: Students might be asked to submit their CV. Students may use the Europass CV format as the template.

Letter of Intention: Students might be asked to write a brief letter about their motivation to participate in the Erasmus+ SMS Programme and about the reasons behind choosing the respective partner university.

Language Proficiency Certificate: The host university might require a language certificate. To obtain an English language level document, you can contact AYBU School of Foreign Languages in person or via yabdil@aybu.edu.tr and request your Erasmus+ Language Exam result document. Our office does not provide language certificates.

Online Learning Agreement: The Learning Agreement (L.A)/the Online Learning Agreement (O.L.A) is one of the most important documents in the Erasmus+ SMS. While some partner universities require the preparation of the O.L.A during the application period, others ask for it after the application period ends.

The Online Learning Agreement (O.L.A) is a negotiated agreement between the nominated student, the sending (home) and receiving (host) institution and is usually prepared online. It shows the courses student will take at the host university and their equivalents at AYBU. It is approved by the student and the student's Erasmus+ departmental (academic) coordinators at both the sending (AYBU) and receiving university.

The online learning agreement is an agreement students prepare together with their departmental Erasmus+ coordinator. There is a departmental Erasmus+ Coordinator for each academic program at AYBU. Students may check the name of their Erasmus+ departmental coordinator via <https://aybu.edu.tr/dib/tr/sayfa/2688/Erasmus-Koordinat%C3%B6r-Listesi>. As the learning agreement is an academic document, AYBU IRO does not sign it.

If the online learning agreement can be signed electronically by the host institution, too, there is no need for the student to prepare a paper-based/physical learning agreement (unless required by the host institution). Even if the host institution accepts only a physical/paper-based learning agreement, the students still must prepare an online agreement on ErasmusPort.

Here are the guidelines to help you create your O.L.A:

- The Online Learning Agreement preparation process is executed by the Erasmus+ student through ErasmusPort system (<https://app.erasmus.aybu.edu.tr/>).
- All O.L.A process is carried out online through the ErasmusPort system. You need to create your O.L.A as described in the link below, and then share the video below (Coordinator O.L.A Approval Video) with your departmental coordinator/assistant coordinator (who will check and approve your O.L.A electronically) via e-mail to inform them about the process.
- <https://www.youtube.com/watch?v=DEm0d480JPU>
(Student O.L.A Preparation Video)
- <https://www.youtube.com/watch?v=kHpyWILjkwc>
(Coordinator O.L.A Approval Video)
- Check the course catalogue of the host university. The course catalogue is either available on the website of the host institution or the host institution may send it to the student via email after the end of the nomination period. If students cannot find any information about the courses offered at the host university, they may kindly request information from the responsible person(s) at the host institution.
- Consult your Erasmus+ departmental coordinator at both AYBU and the host university when choosing the courses. Without the departmental/academic coordinator's approval, the learning agreement does not have any validity.

- Choose courses that meet the Erasmus+ L.A criteria. The total number of ECTS credits of the courses taken at each university (home and host) should be between 25-35 ECTS credits.
- The number of the ECTS credits allocated to a course at AYBU and a course at a host university might be different.
- Finding equivalent courses might be difficult. It is not possible to expect the course contents to be the same at AYBU and the host universities. If equivalents for the must/required courses are not available, students (with the approval of their Erasmus+ departmental coordinators) can take courses from upper/lower levels and from other departments/faculties.
- During the mobility, students may make changes on their learning agreement within 4-7 weeks following the start of their mobility. The AYBU IRO must be informed about the changes and the Table A2 and B2 must be filled out on the paper-based learning agreement and signed by you and both coordinators. Then, it must be uploaded to ErasmusPort.

➡ Some partner universities might not be integrated into the EWP Network (Erasmus+ Without Paper Network). In other words, their Erasmus+ processes are not fully digitalized. In this case, they might ask for a paper-based learning agreement. Students can find the template for a paper-based learning agreement via <https://aybu.edu.tr/dib/tr/sayfa/2691/%C3%96%C4%9Frenci-Belgeleri-%2F-Student-Documents>. This document is filled in electronically and signed physically by the student, the student's Erasmus+ departmental coordinator at both the host and the receiving university. Then, it must be uploaded to ErasmusPort.

Health Insurance: Erasmus+ student candidates might be asked to buy a health insurance policy during their application procedure/during their visa application process and for the preparation of their Erasmus+ grant contract. If the student is not asked to buy a health insurance policy during their application and visa application procedure, students are advised to buy a health insurance policy only after they have had their visa. The health insurance policy must cover the whole period of the student's stay abroad. It must be valid in the host country.

Health insurance policy requirements are different for each country. In order to avoid surprises, please follow the instructions & suggestions by host institution and host country's immigration office/consulate. Students may consult the host university and/or the host country's embassy and/or the ESN of the host university or country/city before buying their health insurance policy. Health insurance is a must for the Erasmus+ grant contract.

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 that specifically states that your purpose of stay is to study abroad as an Erasmus+ student. The health insurance should involve inpatient and outpatient treatment.

AYBU IRO does not take part in health insurance policy purchase process.

3. Acceptance/invitation letter and visa application

Acceptance/invitation letter: After the application process, begins the process of evaluation. The receiving university checks the student's documents and decides whether to invite/accept the candidate student for the mobility. If the student is accepted, they will receive an acceptance/invitation letter issued by the receiving institution.

When the student receives their acceptance/invitation letter, they have to upload their acceptance/invitation letter, their fully signed learning agreement and the visa letter demand form to ErasmusPort and inform AYBU IRO via e-mail (erasmus@ybu.edu.tr). Then, AYBU IRO will issue a visa letter/grant document. The students should not come to our office to pick up the original visa letter (if required) before they are informed that their visa letter is ready.

Visa Application: Students should get informed about the required visa application documents through the website of the embassy/consulate of the host country. AYBU IRO does not take part in visa application process.

4. After Students Get Their Visa:

To sign their Erasmus+ grant contract, students, who have obtained their visa, must upload the following documents to ErasmusPort and inform AYBU IRO via email (erasmus@ybu.edu.tr). They do not need to email the documents to us or submit them in person.

- * **A copy of visa and passport ID page;**
- * **A Euro bank account passbook:** Students are recommended to open a Halkbank Euro account (not obligatory, but preferably in T.C. Halkbank Central Branch (Ulus/Altındağ Denizciler Street) because there is no transfer cut in money transfers. Students may open their Euro account in other banks too. AYBU IRO does not take responsibility for possible money transfer cuts. It is suggested that students open a shared bank account with a trusted person among family members/friends so that the trusted person can withdraw the grant money in Türkiye if necessary and transfer it.
- * **Health Insurance**
- * **Faculty Term Permission:** After students get their visa, they must apply to the responsible unit for student affairs at their faculty/institute with a petition letter to be allowed to study abroad next term. The petition template can be found on our website <https://aybu.edu.tr/dib/tr/sayfa/2691/%C3%96%C4%9Frencci-Belgeleri-%2F-Student-Documents>. Do not forget to attach a copy of your fully signed L.A, a copy of your acceptance/invitation letter and a copy of your visa to the petition. Once students have applied for the term permission, they do not need to wait for the result to begin their mobility.
- * **OLS Exam:** The European Commission no longer requires the Erasmus+ students to take the exam.

4. Erasmus+ Grant Contract:

It is one of the most important documents in the Erasmus+ SMS. The contract is prepared by AYBU IRO after the student informs us via email that they have uploaded all the required documents to ErasmusPort. It must be wet signed by the student and the responsible person at the sending institution (AYBU). The document states such information as the estimated duration of the mobility, the grant amount to be paid to the student and the student's Euro bank account. The 80% of the grant money calculated over 4 months will be transferred to the student's bank account within 30 days following the signing of the grant agreement. Following the end of the mobility, the grant amount is recalculated based on such variables as the duration of the mobility period and ECTS credits passed at the host institution. This recalculated amount, i.e. the 20% of the total grant money (if applicable), is transferred to the student's bank account in 45 days following the completion of the online final participant report (sent to the student's email by EU Commission) by the student.

- All students granted or zero-granted must come to our office and sign this document before going abroad. A wet signature is required on this document. If the student starts her/his mobility without signing this document, his/her mobility will be deemed invalid as per the rules and if a grant has been paid to his/her account beforehand, full refund will be requested.

- In order for us to sign the grant agreement with you, you must upload the following documents to the system. You cannot sign this contract until your visa is issued.

5. Documents Required to be Uploaded to the System Before Mobility

1. **Fully signed learning agreement** (No physical document required if both institutions signed it electronically)
2. **Letter of acceptance/invitation**
3. **Health insurance**
4. **Visa photocopy**
5. **Copy of passport identity information page** (A green passport cannot be used for this mobility)
6. **Euro account information**
7. **Visa letter request form** (A visa letter is not issued to you without uploading your signed learning agreement, acceptance letter and visa letter request form to the system.)

DURING THE MOBILITY

1. During the mobility, students may make changes on their learning agreement within 4-7 weeks following the start of their mobility. The AYBU IRO must be informed about the changes and the Table A2 and B2 must be filled out on the paper-based learning agreement and somewhere around the tables must be signed by you and both coordinators. Then, it must be uploaded to ErasmusPort.
 2. **Course registration at AYBU:** Erasmus+ SMS students cannot take courses at AYBU during their Erasmus+ mobility period. Erasmus+ students cannot be enrolled in courses at AYBU and a partner university at the same time. Due to the possibility of a visa refusal, the students can register for courses at AYBU on the condition that they will drop them during add/drop period if their visa application is approved. Please consult your department to avoid possible problems.
 3. **Extension of the Erasmus+ Mobility:** Students may request the extension of their Erasmus+ mobility period. This request must be approved by 1) The host institution 2) AYBU IRO 3) The academic coordinator at AYBU. The student must inform the responsible parties regarding this request one month at the latest before the expected end of their mobility. If the request is approved, the student will have to prepare the same documents that they prepared at the beginning of their mobility and sign a new grant agreement. **Students should be aware of the fact that the extended period (their second semester at the host institution) will not be granted.**
 4. **Returning Before the End of the Planned Mobility Period:** If the student returns before the end of the planned mobility period, but the student has completed the minimum duration (2 months), the grant amount is recalculated based on the actual mobility dates. A refund might be requested. However, if the student returns before completing the minimum duration (2 months), the student will not receive any Erasmus+ grant. In other words, if the student is a granted Erasmus+ student, the student will need to pay back the grant money (the whole amount transferred to the student at the beginning of the mobility).
- * If the student returns before completing the minimum duration (2 months) due to force majeure, the student is granted only for the actual mobility dates and a refund might be requested.

AFTER THE MOBILITY

1. **Once students have completed their mobility, they should upload the mobility documents below to ErasmusPort and inform us via email:**
 - * **Certificate of Attendance/Confirmation of Stay-Study:** This document must include the dates of the student's stay at the host institution. The host institution should issue the document, but in case the host institution does not have a template for this document, the students can use the template on our website <https://aybu.edu.tr/dib/tr/sayfa/2691/%C3%96%C4%9Frenci-Belgeler-%2F-Student-Documents>. The document must be signed and stamped. It does not need to be original. A scanned copy is accepted.
 - * **Transcript of Records:** The document must be signed and stamped. It does not need to be original. A scanned copy is accepted.
 - * **A copy of the student's passport pages:** Personal info page and entry/exit stamps page.
 - * **Final Report:** The online final participant report is sent to the student's email by the EU Commission's system electronically. Students need to fill it in electronically and upload the pdf document to ErasmusPort. It does not need to be printed. According to the Erasmus+ rules, students, who fail to fill in the final report on time, can be subjected to a 20% money cut from the remaining 20% grant amount.
2. **Course recognition procedure:** Course recognition process is not executed by AYBU IRO. Thus, if students have questions regarding the course recognition process, they need to contact their faculty/institute. Students may kindly ask their Erasmus+ departmental coordinator to closely follow up their course recognition process.

Students should submit the following mobility documents to the responsible unit for student affairs at their faculty/institute for course recognition.

- * **Course Recognition Petition:** <https://aybu.edu.tr/dib/tr/sayfa/2691/%C3%96%C4%9Frenci-Belgeleri-%2F-Student-Documents>
- * **Learning Agreement** (all three parts: Before, During and After)
- * **Certificate of Attendance/Confirmation of Stay-Study**
<https://aybu.edu.tr/dib/tr/sayfa/2691/%C3%96%C4%9Frenci-Belgeleri-%2F-Student-Documents>
- * **Transcript of Records.**