

## Erasmus+ Student Study Mobility STUDENT HANDBOOK

### Please note;

- 1) All required documents must be **filled out electronically**.
- 2) **All sections in your documents, requiring a signature, date and stamp/seal** must be completed by the relevant person. During the Mobility, students are responsible for making sure that all documents are filled out and submitted in a timely and proper manner.
- 3) The **primary mean of contacting the students will be via e-mail and announcements on the website**. The student or student's family/relative will be contacted via telephone only in emergency situations. Accordingly, all students are strongly advised to follow Altınbaş University Erasmus Office's website and check their e-mails regularly.
- 4) You may contact our Office at [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr).
- 5) As it is not possible for us to provide information to each student individually who have not been able to attend the Erasmus Orientation Session, students participating in the Erasmus Programme are strongly advised to read this handbook, and then contact our Office (at [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr)), should they have any questions.

### Before the Mobility;

1. Erasmus Office will notify the Host Universities via email of the names of the students deemed eligible for taking part in the Erasmus Programme. (Nomination process)
2. **Students will need to find on the host university's website about the required Erasmus Application documents or they will need to contact the host university via email and ask for a list of the required documents for application**. Then, they will need to fill them out properly and have them submitted **before the deadline** set by the host university (Host universities usually follow the applications through e-mail, online application forms, post office mail or sometimes both through email and regular post office mail).
3. **The course selection process for the mobility period will be carried out together with Erasmus+ Departmental/Programme Coordinator. The Erasmus+ Departmental/Programme Coordinator list can be viewed on our website. (<http://en.altinbas.edu.tr/en/erasmus-eng/contact>)**
4. Students who have completed the course selection process, will need to prepare a draft of the **Learning Agreement For Studies**, which includes the courses to be taken at the host university and their equivalents (courses that students will be exempted of in case they successfully pass), and submit it to their Erasmus Coordinator for approval. Once the Learning Agreement for Studies is completed, it shall be signed by the student, Erasmus Departmental Coordinator and the Erasmus Institutional Coordinator respectively. Once the signing process at Altınbaş University is fully completed, the Learning Agreement for Studies must be sent to the Host Institution for the final approval. **Students who have not been able to have the Learning Agreement for Studies signed by all parties will not be eligible for taking part in the mobility**. Please note that original copies of the Agreement will not be accepted by the host institution. Only scanned copies sent on the email attachment shall be accepted. Also, for a semester students are expected to study courses equivalent to at least 30 ECTS credits.
5. Once the application process is completed, your host university will send you an **Invitation / Acceptance Letter** in order for you to start your visa application process, which will be carried out via post office mail. So, it may take one to two months. To avoid any inconvenience, we recommend you to provide the host

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institution with the Erasmus Office's postal address (Altınbaş University, Dilmenler Cad. Bağcılar/İstanbul/Turkey Mahmutbey Yerleşkesi, A Blok, Kat 1).

6. **Students under the age of 25 are exempt from the payment of passport fees** (however, not from the passport book fee). To start your passport application process, you will need to make an online appointment at <https://randevu.nvi.gov.tr/#/nvi/anasayfa>. Although all required documents for application are listed on this website, we would nevertheless advise you to request a student certificate from the Registrar's Office.
7. You will be notified once the Erasmus Office will have the **Financial Support Letters (Visa Letter)** prepared. In case you need a Financial Support Letter before you receive the notification, you will need to contact the Erasmus Office at least **15 days in advance**; otherwise our Office may not be able to provide the letter in time.
8. Once the total amount of grant allocated to the Universities is announced by the National Agency, Altınbaş University will also announce the amount of grant which will be provided to the Erasmus students. Given that announcements will probably be made in August, all students are strongly recommended to start their Erasmus application and visa processes several months before August. Before students are provided with a visa application letter, they shall sign a letter of acknowledgment stating that the visa application letter is only provided to facilitate grant procedures and it is under no circumstances a letter for requesting any other grant.
9. Although students are responsible for carrying out their **visa procedures** individually, the Erasmus Office will spare effort to assist you in case you experience any problem. To learn about the documents requested by the Consulate, you will need to visit the relevant websites or contact the Consulate by phone.
10. Erasmus students will not be allowed to take a leave of absence (freeze registration) during their exchange periods. They are required to have **registered** to Altınbaş University. Students are responsible for carrying out all procedures regarding registration. Accordingly, all Erasmus students are required to make their tuition payments before they travel abroad.
11. Before the mobility, the Erasmus Office will register the students (via the email addresses they provided in their application forms) to the "**Online Linguistic Support**" (OLS) designed by the European Commission. The system will automatically send you a link. You will need to follow the link to take the OLS language assessment before the mobility. The same test will be automatically sent to you again after your mobility period is over.
12. All students deemed eligible for taking part in the Erasmus mobility programme will have to sign a Grant Agreement before they travel abroad. No grant payment will be made to students who have not signed the agreement.  
Accordingly, you are required to provide the documents and complete the procedures listed below before you sign the agreement;
  - A copy of Invitation/Acceptance Letter
  - A copy of the Learning Agreement signed by all parties
  - A copy of your Deniz Bank Euro Account bankbook/passbook
    - i. Altınbaş University shall not be held responsible for paying money transfer fees between different banks. The payment of such costs will be covered by the grant amount that will be allocated to the student.
    - ii. You do not necessarily have to be the owner/holder of the bank account. You may provide an account in the other persons' name, like one of your family members.
  - OLS language assessment (Providing a supporting document that you have taken the test will help accelerate the process)
  - Academic Calendar (Email – a print out of the Academic Calendar web page)
  - Health Insurance (You will need to obtain a health insurance covering your stay in the host country.)
13. If you wish to withdraw from the Erasmus mobility programme, you are required to complete the "Withdrawal Form" provided in the Erasmus Office's website and submit it to the Erasmus Office until the announced

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deadline. In the opposite case, 10 points of your total Erasmus score will be removed for your next application (the Erasmus score of students who have not been awarded a grant will remain intact).

## During the Mobility;

14. In case you need to make a change in your course selection, first you will have to contact your Erasmus+ Departmental Coordinator and then fill out the “**During the Mobility**” section in the first draft of the **Learning Agreement**, have it signed by all parties and send it to the Erasmus Office via email. Then, you will have to have the Agreement signed by the Erasmus officials of the host institution and send us a scanned copy.
15. If you have joined the Erasmus Mobility for the fall semester but **wish to extend your stay** as it will include the spring semester as well, you are essentially required to carry out the extension procedures in the host country. To extend your mobility period, you will first need to fill out the “Request Form for the Extension of Erasmus Mobility Period” provided in the Erasmus Office’s website, and then have it approved by the host institution. The Learning Agreement prepared for the mobility period of your request must be attached to the abovementioned form. Students who have applied for period extension may be awarded grants depending on the availability of budget. However, you are also allowed to extend your mobility period without having offered any grants. If you started your mobility period in the spring semester, you cannot apply for an extension covering the next academic year’s fall semester.
16. If you request a **shorter period of stay**, you will need to notify the host institution of your request, fill out the “Short Duration Mobility Request Form”, and then return home. The Erasmus Office will provide you with information on the amount of grant you will be required to return.

## After the Mobility;

17. After the mobility period, when students return to their home institution, they will be required to do the following;
  - Submit the **Before, During ve After the Mobility** sections of the Learning Agreement signed by the relevant persons,
  - Submit the Erasmus+ Certificate of Participation to the Erasmus Office (Please send us an email to request this document towards the end of your stay. You are expected to have it signed by the relevant person in the host institution and then submit it to the Erasmus Office),
  - Submit the original copy of your transcript of records (which will be emailed to you by the host institution after your stay),
  - Take the second (final) part of the *OLS language assessment*,
  - Once you have submitted all the required documents, the EC's Online Management and Reporting System will send you an online survey, which you will need to complete before you receive your remaining grant payment (if any).
18. The remaining amount of the Erasmus grant will be released by taking into account your class attendance rate and whether you have successfully passed or not the half of total credits you have taken before your departure. Failure to do so will result in 20% cut in your Erasmus grant.
19. In the event that participants do not fill out the EU Survey Participant Report, a 5% cut will be imposed on grant allocated for total mobility period. In the event that participants fail to successfully complete/pass at least half of the course credits set forth in the learning agreement, they shall not receive the second instalment payment (20% of the total grant amount).

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<b>ERASMUS STUDENT STUDY MOBILITY CHECK LIST</b>		<b>DONE</b>
<b>I AM AWARE THAT...</b>		
1- It is particularly important for me to comply with my timely departure as mobility activities carried out for less than 3 months will be considered invalid and I will have to return the total amount of grant awarded to me.	<input type="checkbox"/>	
2- I will be entitled to receive a grant only for the duration specified in the agreement and I will receive an amount smaller than the maximum amount stated in the agreement in case I travel abroad later than the pre-specified arrival date and return home before the pre-specified departure date.	<input type="checkbox"/>	
3- There are specific rules in the agreement concerning the grant cuts.	<input type="checkbox"/>	
<b>BEFORE THE MOBILITY</b>		
1- Erasmus Office has notified the host university of my arrival.	<input type="checkbox"/>	
2- I learned about all the details regarding the application requirements stipulated by the host university.	<input type="checkbox"/>	
3- I visited the website of the hosting university and read it thoroughly.	<input type="checkbox"/>	
4- I submitted my application documents in a full and timely manner as requested by the host university.	<input type="checkbox"/>	
5- I have the Learning Agreement prepared and have it signed by the officials at Altınbaş University as well as at the host University.	<input type="checkbox"/>	
6- I learned about the details regarding my visa applications. I started my passport application process.	<input type="checkbox"/>	
7- I received an Invitation/Acceptance Letter from the host institution.	<input type="checkbox"/>	
8- As a visa applicant, I obtained a Financial Support Letter from Altınbaş University Erasmus Office.	<input type="checkbox"/>	
9- I completed my registration process at Altınbaş University (paid my tuition fees, if any)	<input type="checkbox"/>	
10- I have successfully completed the first stage of the OLS language assessment within the time limit by following a link sent to my email address.	<input type="checkbox"/>	
11- I opened a euro account at Deniz Bank.	<input type="checkbox"/>	
12- I signed the Grant Agreement.	<input type="checkbox"/>	
13- I have fully read and understood the <a href="#">Erasmus+ Student Charter</a> .	<input type="checkbox"/>	
<b>DURING THE MOBILITY</b>		
1- I filled out the "During the Mobility" part of the Learning Agreement ( <i>This applies if you made changes to your initial course selection</i> ). I have the changes signed and approved by the officials at the Partner University, Erasmus Departmental Coordinator and Erasmus Institutional Coordinator at Altınbaş University.	<input type="checkbox"/>	
2- ( <i>In case you requested a shorter/longer period of stay</i> ) I completed the relevant documents and I notified the host institution and Altınbaş University Erasmus Office of my request.	<input type="checkbox"/>	
<b>AFTER THE MOBILITY</b>		
1- I have the Confirmation of Arrival letter signed by the host institution.	<input type="checkbox"/>	

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2- I submitted all my documents to the Erasmus Office at least 1 month before my departure date.	<input type="checkbox"/>
3- I filled out the first draft of my After the Mobility document after I have received my Transcript of Records, had it approved by the Erasmus Departmental Coordinator at Altınbaş University and submitted it to Erasmus Office.	<input type="checkbox"/>