



# ERASMUS+ KA 131 STUDY MOBILITY GUIDE



# Before the Mobility

**1**

**Sending student information to the institution to be visited**

**2**

**Applying to the institution to be visited**

**3**

**Acceptance Letter**

**4**

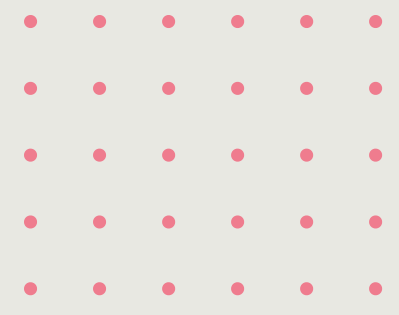
**Learning Agreement**

**5**

**Visa procedures**

**6**

**Contract**



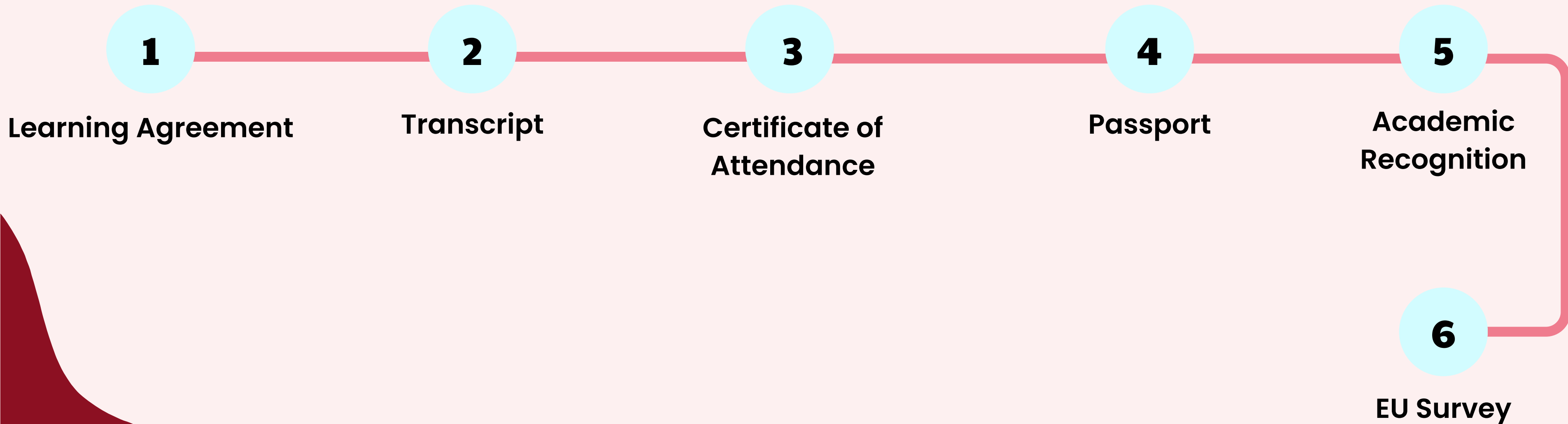
# During the Mobility

**1**

During the Mobility



# After the Mobility



# Before the Mobility

**1**

## **Sending student information to the institution to be visited**

This process is carried out by the Erasmus Office of OSTİM Technical University. It is referred to as Nomination (Candidate Notification).

**2**

## **Applying to the institution to be visited**

Students whose information is sent to the institution they will be visiting may receive an informational email from the institution's representative detailing the procedures and processes. However, it is not mandatory for institutions to send this informational email. Therefore, students should check the websites of the institutions they will be visiting to learn about the tasks and procedures that need to be completed before mobility.

# Before the Mobility

## 3 Acceptance Letter

The acceptance letter is required for obtaining the visa for the country you will be visiting. After submitting the application documents to the institution in the required format, the documents will be evaluated, and students who are deemed eligible will receive an acceptance letter from the institution they will be visiting. Once you receive your acceptance letter, please send it to the Erasmus Office of OSTİM Technical University by email.

## 4

### Learning Agreement

It is a standard document made between the student's home institution and the institution they will be visiting. It does not vary by department/faculty. Every Erasmus student must fill it out. With this agreement, the courses to be taken are pre-selected, and the issue of recognition is resolved. The Learning Agreement should be filled out by the student in collaboration with the department coordinator, signed by both the student and the coordinator, and then sent to the host institution for approval.

The total credits of the courses listed in the Learning Agreement should be 30 ECTS per semester (minimum 27, maximum 32). If any changes need to be made to the Learning Agreement, any modifications must be made with the knowledge of the department coordinator. These changes should be officially documented in the "DURING THE MOBILITY" section of the Learning Agreement.

# Before the Mobility

**5**

## Visa procedures

Once the student completes the necessary acceptance procedures at both their home institution and the institution they will be visiting, and prepares their documents, they can begin the visa process. Visa procedures vary depending on the destination country. Therefore, the student should contact the consulate, embassy, or visa application center of the country they will be visiting. For documents that may be required for the visa and need to be provided by the university, the student should contact the Erasmus Office.

**6**

## Contract

After completing the acceptance/registration and visa procedures, the student opens an Euro account at the partner bank. Before the departure date, the student should visit the Erasmus Office to sign the necessary documents. For documents that require a wet signature, the student must apply in person.

# During the Mobility

**1**

After the Learning Agreement is completed, the student has the right to make changes to the courses when they arrive at the university where they are placed. For any changes made, the student must inform the department coordinators and the Erasmus Office.

If the changes are deemed appropriate, the approval of the department coordinators will be officially documented in the "During the Mobility" section of the Learning Agreement. This section must be signed by the department coordinators of both the sending and receiving institutions.

Changes must be made within the first 30 days after arrival.



# After the Mobility

The return documents must be submitted to the Erasmus Office within 30 days after the return date.

1

## Learning Agreement

The final section of the Learning Agreement, "After the Mobility," is filled out by the authorized representative of the institution visited. Since this section contains information from the transcript and/or certificate of participation, it is **not mandatory** to complete it.

2

## Transcript

When the study mobility is completed, the transcript is delivered to the student by the authorized representative of the visited institution. The transcript can be provided either in person or via email. The transcript must be submitted to the Erasmus Office.

# After the Mobility

The return documents must be submitted to the Erasmus Office within 30 days after the return date.

**3**

## **Certificate of Attendance**

At the end of the study mobility, the Certificate of Participation is delivered to the student by the authorized representative of the visited institution. If the visited institution does not issue a Certificate of Participation, the student should request that the institution's representative fill out the sample certificate available on the OSTİM Technical University Erasmus website. The Certificate of Participation must be submitted to the Erasmus Office.

**4**

## **Passport**

After returning, the student must submit a photocopy of the entry and exit stamp pages in their passport and/or the entry and exit document obtained from E-Government to the Erasmus Office. If the passport or the entry and exit document cannot be provided, copies of the departure and return tickets should be submitted to the Erasmus Office.

# After the Mobility

The return documents must be submitted to the Erasmus Office within 30 days after the return date.

5

## Academic Recognition

After returning, the student must fill out the Recognition (Academic Recognition) form. Once the form is completed, it must be signed by the department coordinator first, and then by the faculty coordinator. The signed form should be in two copies: one copy remains with the student, and the other copy must be submitted to the Erasmus Office.

6

## EU Survey

A survey is assigned to students by the European Union (EU). The survey, which contains questions about the mobility process, is sent to the students' email addresses. The EU survey is an online questionnaire with multiple-choice, open-ended, and evaluation scale questions.

Completing the EU survey is mandatory. **Students who do not complete the survey will have a definite deduction in their grant.**

# Warnings and Important Reminders

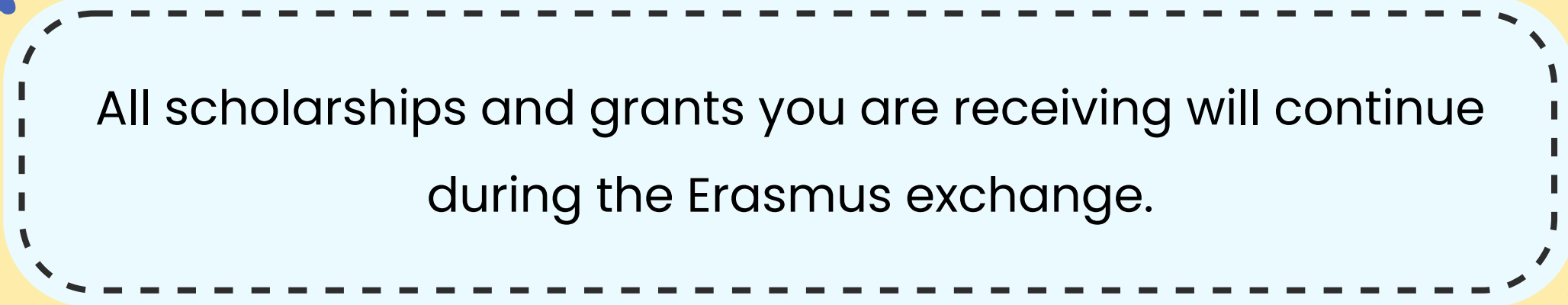


Prepare all your documents in digital format.

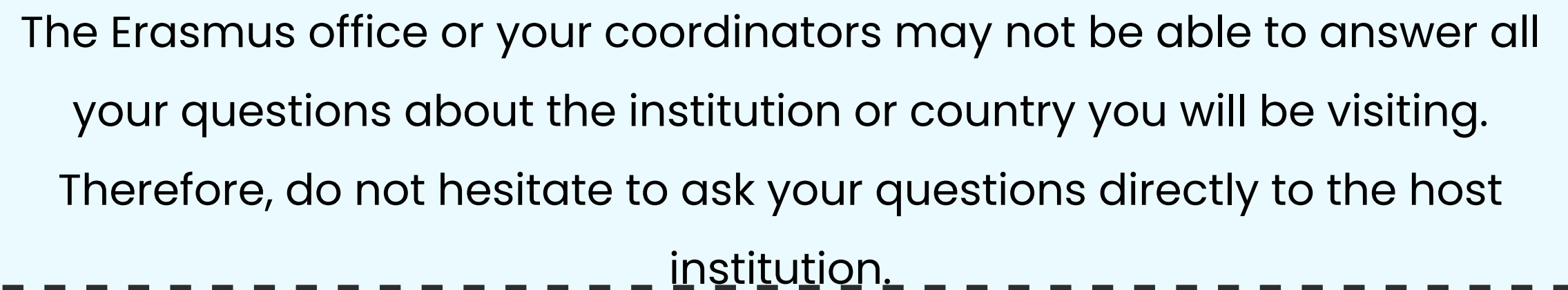
You should consult with the department coordinator regarding course selection and recognition.

Erasmus students do not pay tuition fees at the foreign university, but fees may be charged for things like student IDs, transportation cards, etc.

# Warnings and Important Reminders



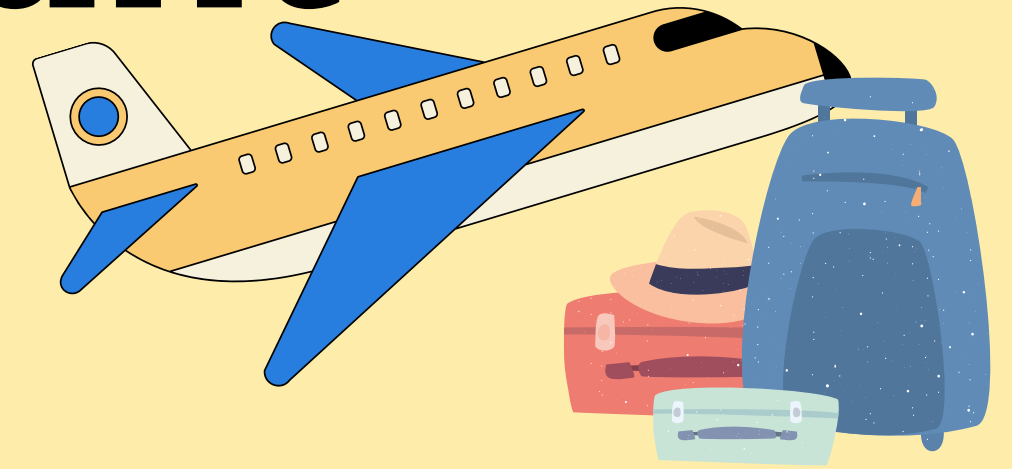
All scholarships and grants you are receiving will continue during the Erasmus exchange.



The Erasmus office or your coordinators may not be able to answer all your questions about the institution or country you will be visiting. Therefore, do not hesitate to ask your questions directly to the host institution.



# Warnings and Important Reminders



- If possible, prefer direct (non-stop) flights. Keep your tickets until the submission of documents after your Erasmus return.
- Research the weather conditions of the country you will be visiting thoroughly.
- Pay attention to the weight and liquid limits of your luggage.
- Keep some food in your luggage that might be needed during the journey, just in case.

# Warnings and Important Reminders

As of 2025, the tuition fee stamp is no longer sold physically.\*

Don't forget to purchase your tuition fee stamp online.\*

Make your visa application as early as possible.

If you have a special (green) passport, remember that you still need to obtain a visa.\*



\* Only for Turkish citizens

# Warnings and Important Reminders

- Remember that the student is entirely responsible for the visa process.
- Additionally, some countries may require you to apply for a residence permit. Make sure to research the process in the country you are visiting thoroughly.





# Warnings and Important Reminders

If the institution you will be visiting does not provide accommodation, make sure to arrange your place to stay before you leave. Research options such as student dormitories, rental apartments, or shared houses, and make an early reservation.



# Warnings and Important Reminders

By researching the ESN (Erasmus Student Network) community at the university or city you will be visiting, you can learn about social events, cultural trips, and opportunities to meet other Erasmus students. ESN organizes many events that will help ease your adaptation process and assist you in making new connections.



# ESN

Erasmus Student Network

# What is Inclusion Support for Students in the Erasmus+ Program?

The Erasmus+ program aims to ensure equal opportunities and access, inclusion, diversity, and fairness across all its actions. Under the inclusion and diversity strategy, the goal is to provide equal access opportunities by giving special importance to the involvement of participants facing various barriers (social, economic, physical, psychological, etc.) in project processes.

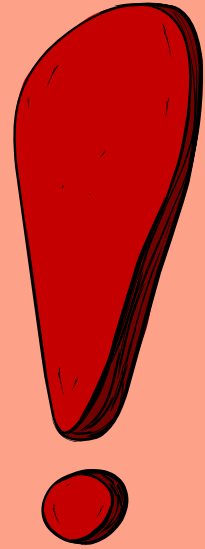
**Erasmus+ Program Inclusion and Diversity Support:** The Erasmus+ Program encourages the participation of individuals with special needs. Potential participants are individuals with special needs who would be unable to take part in the project or mobility activity due to physical, mental, or health-related conditions, unless additional financial support is provided.

**Accessibility and Special Needs:** Support that can be provided for special needs during Erasmus+ mobility may include accessible accommodation, travel assistance, medical aid, necessary equipment, appropriate learning materials, and a companion.



**For participants with special needs in the physical, mental, or health domains, additional grant opportunities are available through Erasmus+ special needs support. Therefore, Erasmus+ grants may be higher than standard study, internship, or staff grants in order to compensate for the specific challenges faced by these participants. The mentioned additional grant is a form of support based on actual costs.**

# What is Inclusion Support for Students in the Erasmus+ Program?



## Additional Grant Support

Disadvantaged participants may be provided with Additional Grant Support in addition to the grant they are entitled to. In order for this grant to be awarded, a disadvantaged participant is defined as an individual with limited economic and social means who falls under one of the subcategories listed below.

1. Individuals subject to Law No. 2828 (Those under the protection, care, or shelter decision issued by the Ministry of Family and Social Services in accordance with Law No. 2828)
2. Students under a protection, care, or shelter decision within the scope of the Child Protection Law No. 5395
3. Individuals receiving an orphan's pension
4. Children of martyrs or veterans
5. Individuals receiving a means-tested pension for themselves or their families (A document proving that the student, their parents, or legal guardian receive financial aid from municipalities or public institutions and organizations—such as ministries, Social Assistance and Solidarity Foundations, the General Directorate of Foundations, the Red Crescent, or AFAD—at the time of the Erasmus application is sufficient)
6. Individuals with disabilities (Those with at least a 70% disability rate documented by a Disability Health Board Report as defined in the “Regulation on Disability Assessment for Adults” published in the Official Gazette dated 20 February 2019 and numbered 30692 - <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>)
7. Students whose parent or guardian receives a disability or needs-based pension within the scope of Law No. 2022 dated 01.07.1976 on Providing Monthly Payments to Needy, Powerless, and Orphaned Turkish Citizens Aged 65 and Over, and to Disabled and Needy Turkish Citizens

## What is the Aim?

The aim of this support is to ensure that mobility opportunities are accessible to everyone, not just based on academic success. With its inclusive approach, Erasmus+ encourages every student to have an international experience.

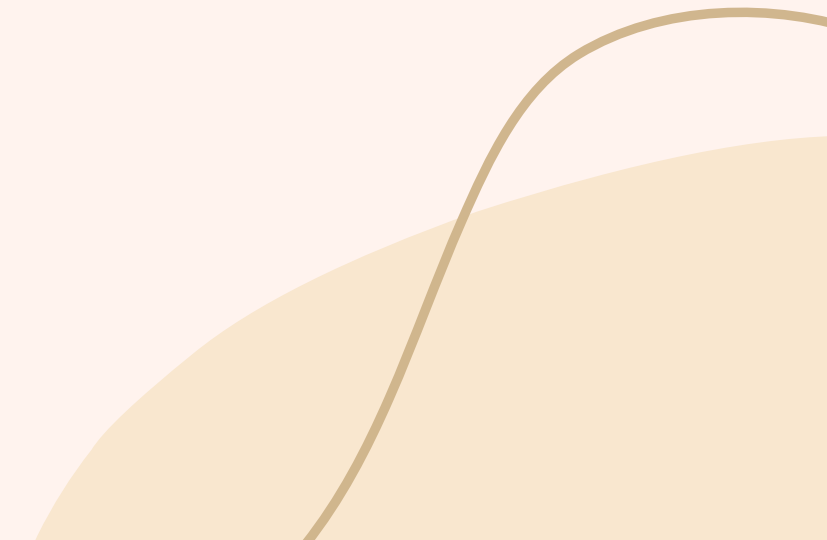
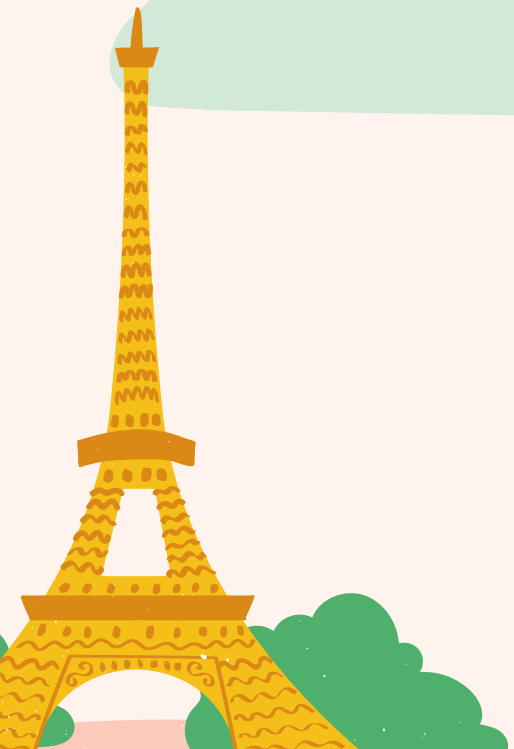
## Type of Mobility and Amount of Additional Grant Support

**Student mobility of 2-12 months - €250 per month**

**Short-term student mobility of 5-14 days\* - €100 in addition to the total daily grant**

**Short-term student mobility of 15-30 days\* - €150 in addition to the total daily grant**

**\*Note: Scholarships from the Credit and Dormitories Institution(KYK) and similar, merit-based grants, aids, and one-time payments are not considered within the scope of this financial support.**



# What is Inclusion Support for Students in the Erasmus+ Program?

## Inclusion Officer: Reyyan Rabia DENİZ

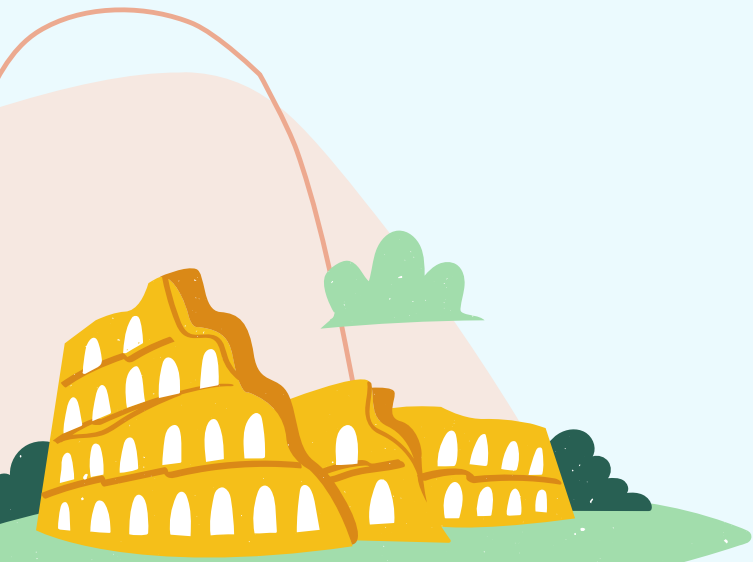
If you believe that the conditions mentioned in the previous slides apply to you and that this situation prevents you from studying abroad through the Erasmus+ program, you can contact us.



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0312 386 10 92

**Inclusion Officer:** Within the scope of the Erasmus+ Program's priorities, specifically the "Inclusion and Diversity Strategy," the Inclusion Officer is responsible for ensuring equal access opportunities to the program for participants with limited means by giving special importance to their involvement in project processes in accordance with the principles stated in the ECHE document signed by our higher education institution. This includes participants facing various barriers (social, economic, physical, etc.).

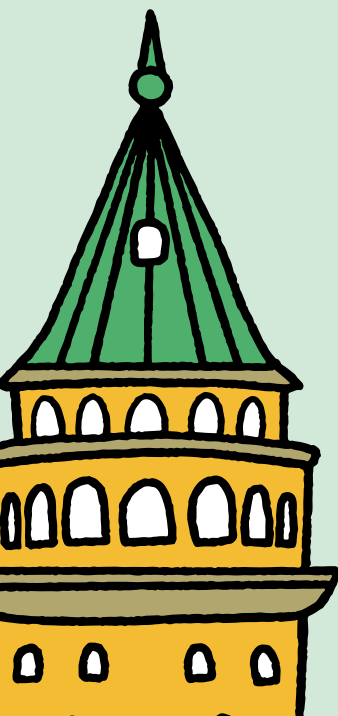


# What is Inclusion Support for Students in the Erasmus+ Program?

## How to Apply?

**You can submit your request for Erasmus+ special needs support to the Erasmus Institutional Coordination Office with a written petition. Applications for this grant are made together with the Erasmus Institutional Coordination Office and are evaluated by the Turkish National Agency.**

**Note: The mentioned supports are provided only to students and staff who have already been awarded a grant.**





# **OSTİM Technical University Erasmus Coordination Office**

**[erasmus@ostimteknik.edu.tr](mailto:erasmus@ostimteknik.edu.tr)**