



TED UNIVERSITY

ERASMUS+ STUDIES

ORIENTATION PROGRAM FOR OUTGOING STUDENTS

2024–2025
academic year



You Have Been Selected for Erasmus+ Studies: What's Next?

To study abroad within the framework of the Erasmus+ Programme, first, you must be officially nominated by our office. The nomination procedure is officially carried out between April and May.

After you are nominated:

- The host university will evaluate your nomination and send you an invitation to complete your application forms, either via an online platform or email.
- When the host university sends you a notification, you can proceed to fill in your application details and submit/upload all the required documents. It's important that you carefully follow the instructions given on the host university's website or through email notifications, and ensure that all necessary documents are submitted/uploaded before the deadlines (which are in May/June for the Fall Semester).
- Once you submit your application before the deadline, the host university will review your documents and assess your application. Following the review, you will receive a Letter of Acceptance from the host university. It is important to review the key dates provided by your host university.
- **It is solely your responsibility to submit your application! Please note that the nomination itself does not result in automatic acceptance into a programme!**



Application Process to the Host University

Upon receipt of your nomination by the host university, you will receive an email with information about the application process.

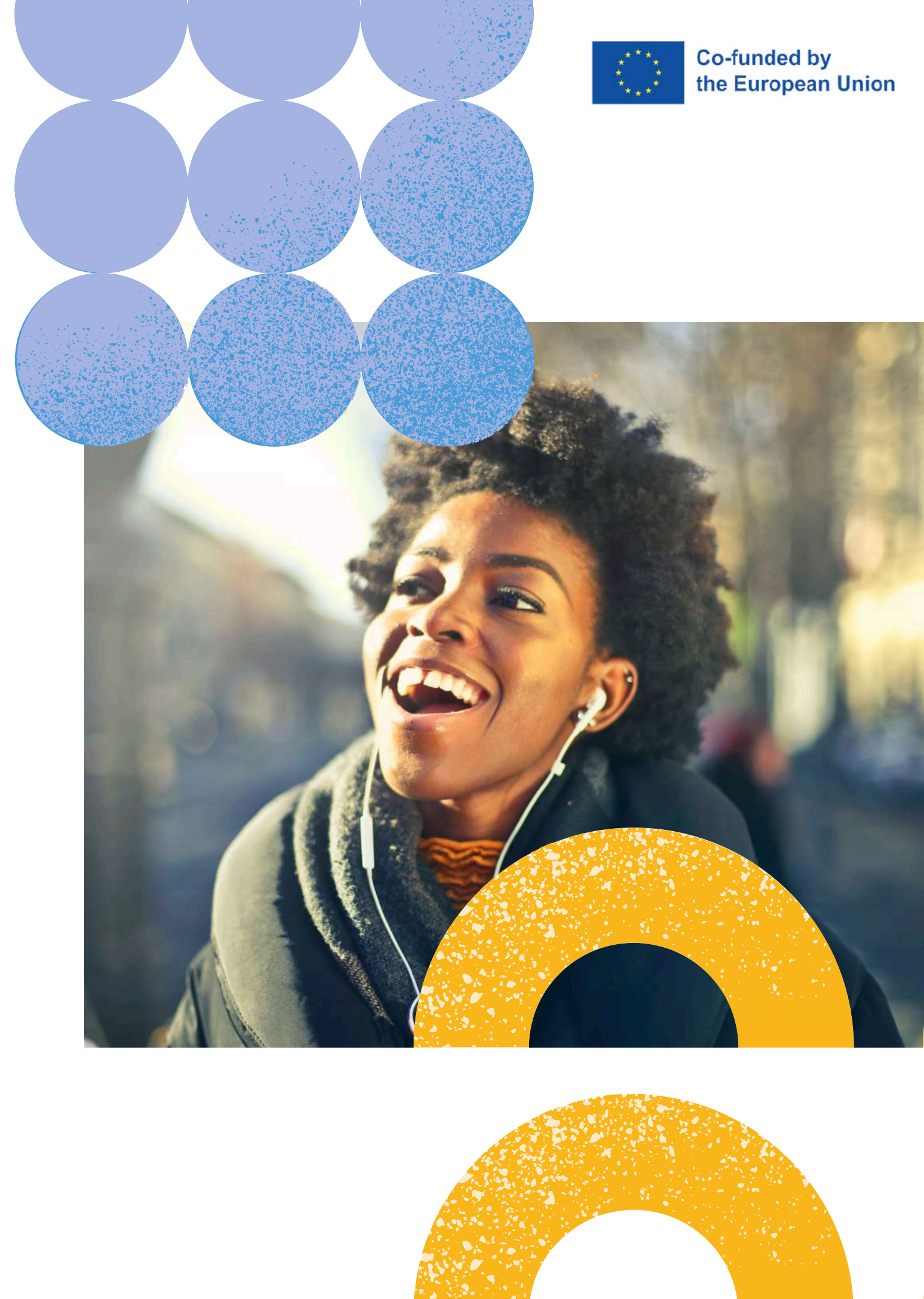
1 Application

The host university will send an invitation for you to submit your application via email or online. Make sure you check your inbox for any provided information.

2 Required Documents

The host university may require documents such as:

- Online Learning Agreement,
- Copy of your passport,
- Language proficiency,
- Transcript of records etc.



Before the Mobility

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Letter of Acceptance

As an exchange student, you will receive an official document called the "Letter of Acceptance" from the partner university, which confirms that you have been accepted.

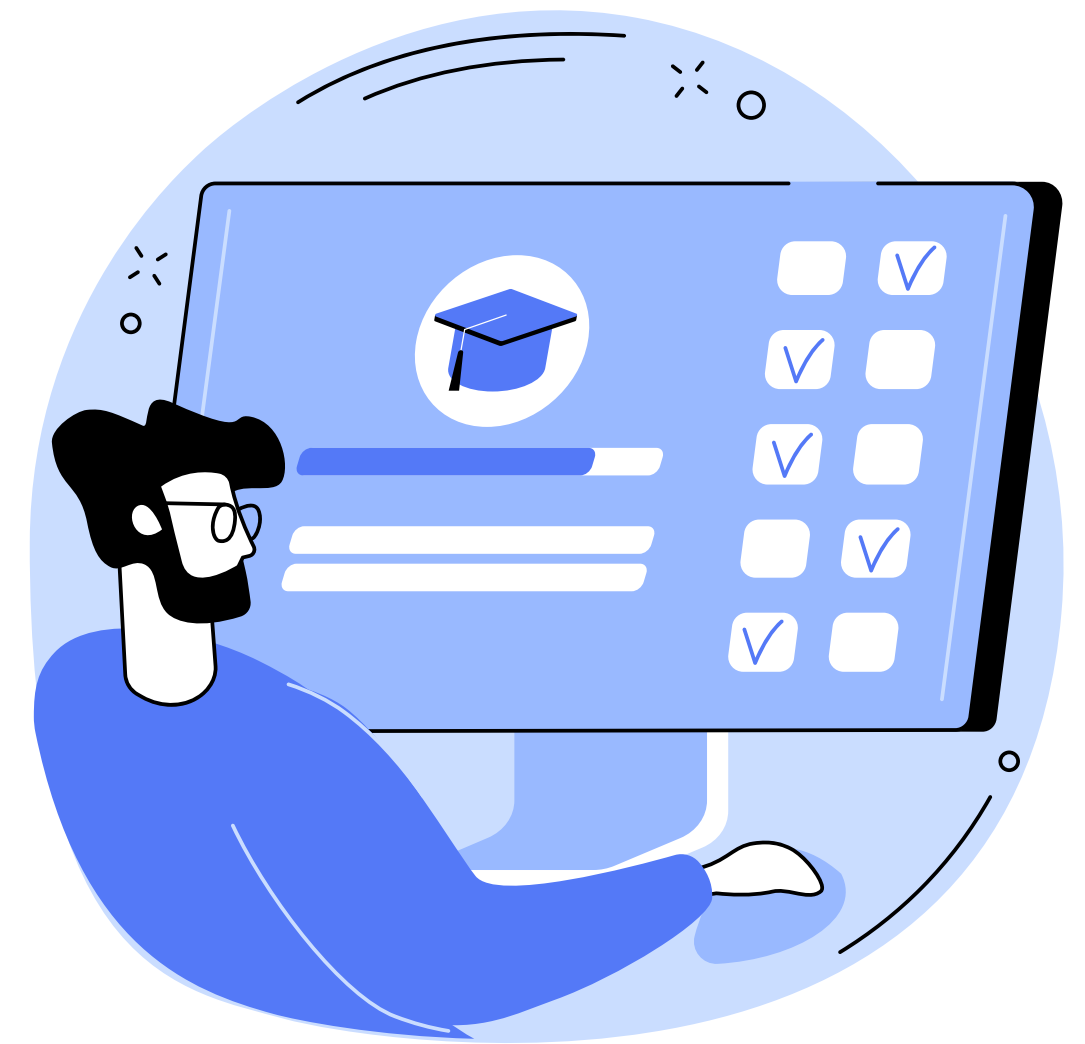
- Once you have completed the application procedures, the host university will send you the Acceptance Letter via email or post, if necessary.
- It is important that you follow up on the necessary steps to receive the Letter of Acceptance.



Online Learning Agreement

The Learning Agreement covers the courses that students plan to take during the mobility period and the equivalents of these courses at TEDU. The purpose of the document is to ensure that the exchange semester is prepared transparently and efficiently to recognize the studies that students have completed abroad. This document is signed and approved by the student, the Departmental Coordinator and the Host University. As an exchange student, you are required to earn a minimum of **25-30 ECTS**.

- Students must prepare their Learning Agreements via the **OLA Platform** by following the steps in the **Online Learning Agreement Guide**. The International Programs Office does not have any academic authority regarding course equivalences. Therefore you must contact your Departmental Coordinator.
- After the approval of all parties in the OLA platform, the study program becomes binding for all parties.



Course Equivalency Form

This document demonstrates that the courses at the Host University are equivalent to your program at TEDU.

After the OLA has been signed and approved:

- The student must fill in and submit this document to the relevant Faculty Secretary to request approval from the Faculty Decision Board.
- Course equivalence procedures cannot be carried out for students who do not have a Faculty Board Decision before the mobility. For this reason, students must have their equivalence forms approved, and submit to the Faculty Secretariat before going abroad.

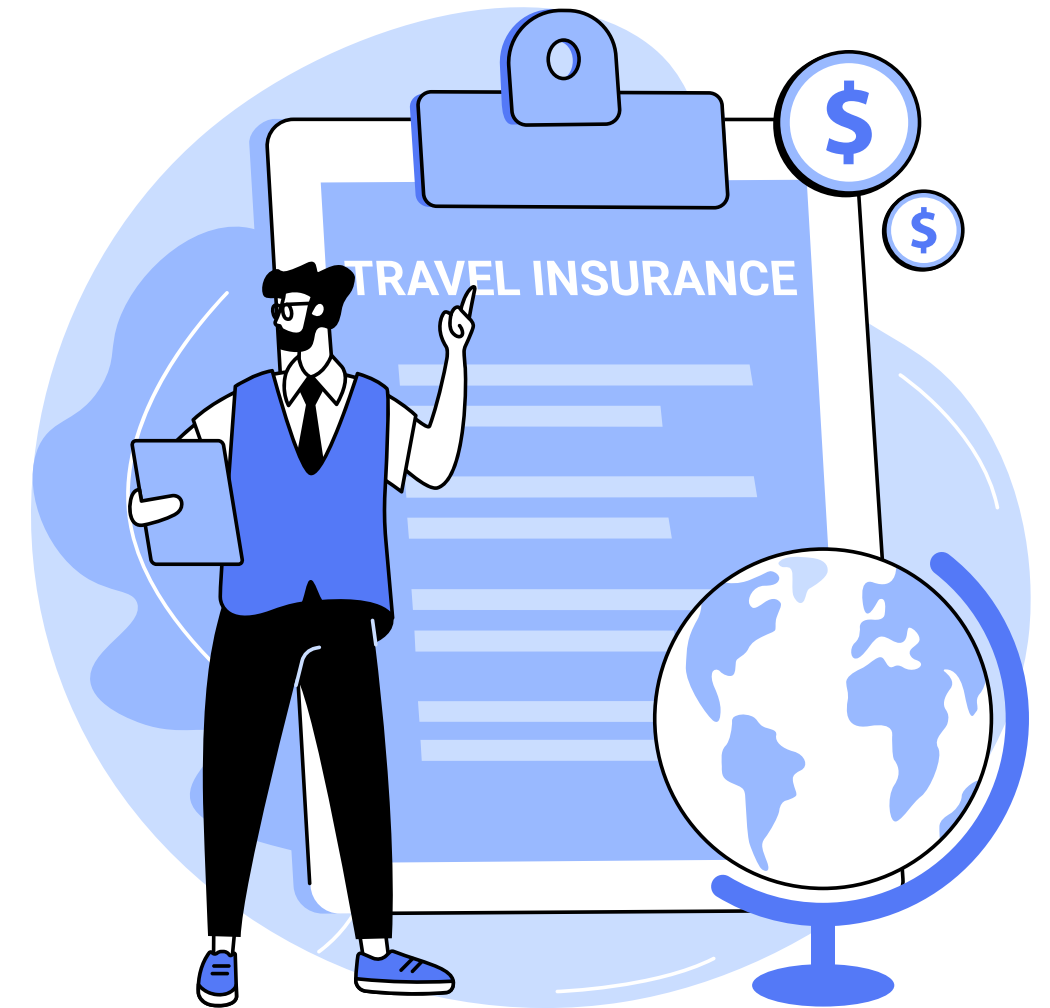


Travel Health Insurance

All exchange students are obliged to obtain travel health insurance. The insurance must cover your whole stay in the destination country.

The insurance must cover both inpatient and outpatient treatments up to a sum of 30,000 EUR and must be valid in EU countries.

The students are recommended to get both English and Turkish copies of the mentioned insurance certificate, considering that the consulate also requests a copy for the visa application.



Euro Account Information

Regardless of whether funded or non-funded, students are required to open a Euro Account from DenizBank for the grant agreement. Grants are transferred to DenizBank accounts.

- Students can open a Euro Account via the MobilDeniz application.
- Account details must be sent via e-mail, both as a screenshot and in writing.



Visa Letter

To help you with your visa applications, TURNAPortal provides an electronically signed Visa Letter. This official letter contains information about your exchange period, Host University and grant amount. You can get this document through your existing application on TURNAPortal.

- To create this official document you must submit your Letter of Acceptance so that we can fill out the required information from the system.
- If the consulate requests a document with an original signature, please visit our office with the printout of the document at least **5 days** before your appointment.



THY Promo Code

To benefit from discounts on your flights as part of the agreement between Turkish Airlines and the Turkish National Agency, you need to log in to TURNAPortal and proceed to the THY Promo Code section on the left-hand menu.

You can generate a promo code by entering your Miles&Smiles membership number on the transaction page.

The Promo Code includes:

- %15 discount
- Extra baggage up to 40 KG



EU Academy Online Language Support (OLS)

The Online Language Support (OLS) is designed to help Erasmus+ participants improve their knowledge of the language in which they will study abroad so that they can make the most out of this experience.

While it is not compulsory to enrol in the courses, it is highly recommended to do so!

[Learn Language Basics with Online Language Support](#)



Grant Agreement

Since it contains binding provisions regarding mobility, all students who will participate in the mobility, regardless of their funded or non-funded status, are required to sign this agreement after completing the aforementioned documents and receiving their visa approval. The grant agreement is prepared in two copies by our office. After signing, a copy is kept in our office and a copy is delivered to the student.

- Following the signing of the agreement by the two parties, grant payments are made in two instalments within 30 business days. 80% of the total amount is paid before the mobility and 20% after the mobility.
- Documents must be submitted at least 15 days before the mobility for payments to be made on time.



Monthly Grant Rates for Studies

€600 for 1st and 2nd Group Countries:

Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece

€450 for 3rd Group Countries:

Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey



During the Mobility

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Certificate of Arrival

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Course Change Form

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**Some Specific Documents
Related to Your Stay**

2

**Exceptional Changes to
OLA**

4

Commitment to OLA

Certificate of Arrival

Students must send a Certificate of Arrival to the receiving university upon their arrival. The document should be signed by the International Office of the host university. Students must keep the original copy until the end of their mobility.

To obtain the Certificate of Arrival, students have two options:

- You can either ask the host university to fill and sign TEDU's template, or the Host university can fill and sign their copy of the document.

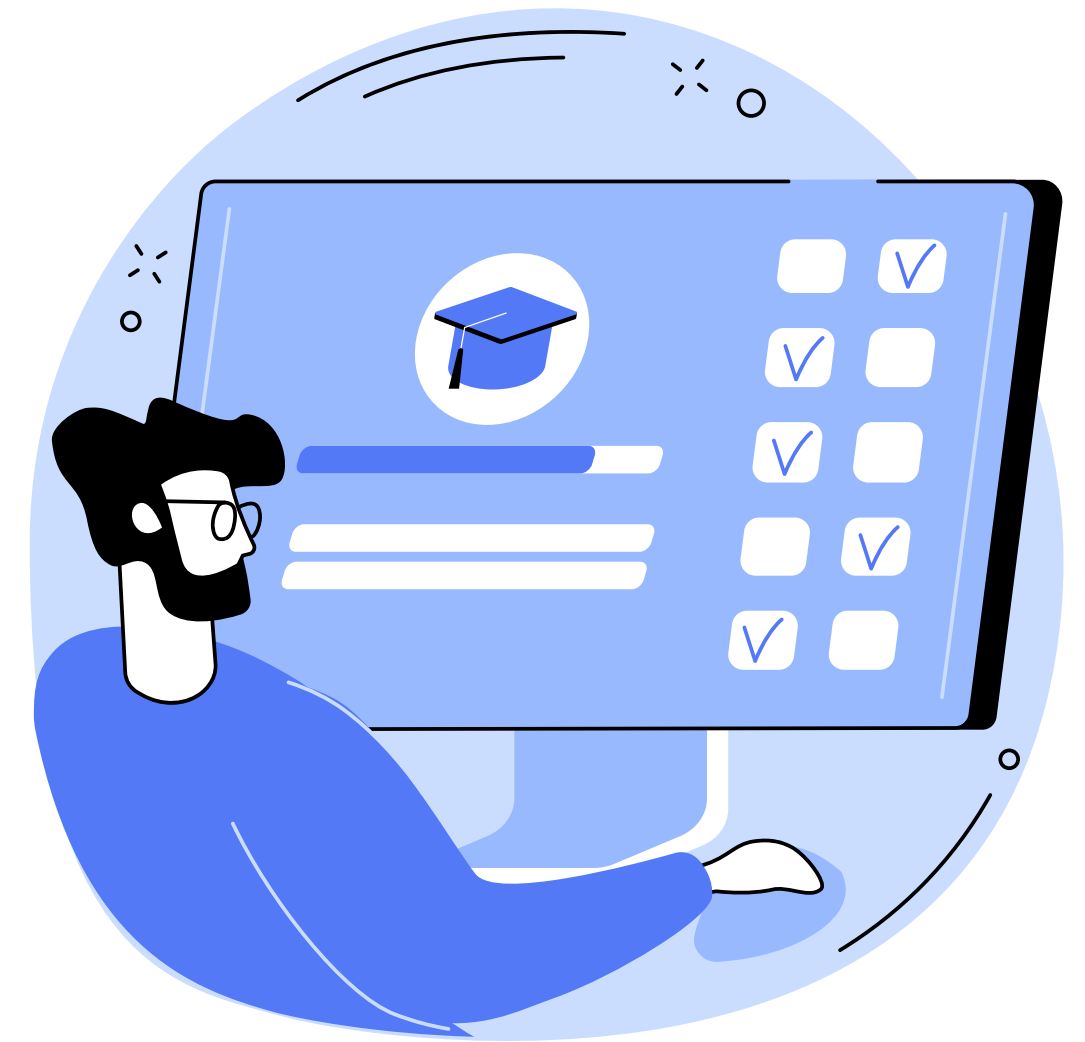


Exceptional Changes to OLA

Upon arriving at the host university, students may need to make changes to the courses they had previously committed to taking before the mobility phase. This procedure must be completed within **seven weeks** of your arrival at the host university.

To make such changes, the students must first contact both the Erasmus+ Coordinators at TEDU and the host university. After receiving approval from both parties, they should fill out the "Exceptional Changes to OLA" on OLA Platform and obtain the required signatures.

If the student does not intend to add or drop any courses, they do not need to fill out the form.



Course Change Form

Once the students have made changes to their courses, they must fill out and submit the Course Change Form to the relevant Faculty Secretary.

It is important to complete this step, as failure to do so will result in the changes not being considered valid. In addition, the courses that the students have dropped will appear as unsuccessful in their transcripts.



After the Mobility

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Certificate of Attendance

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**Course Substituion
Form**

5

The Remaining %20 Grant

2

Transcript of Records

4

EU Participant Survey

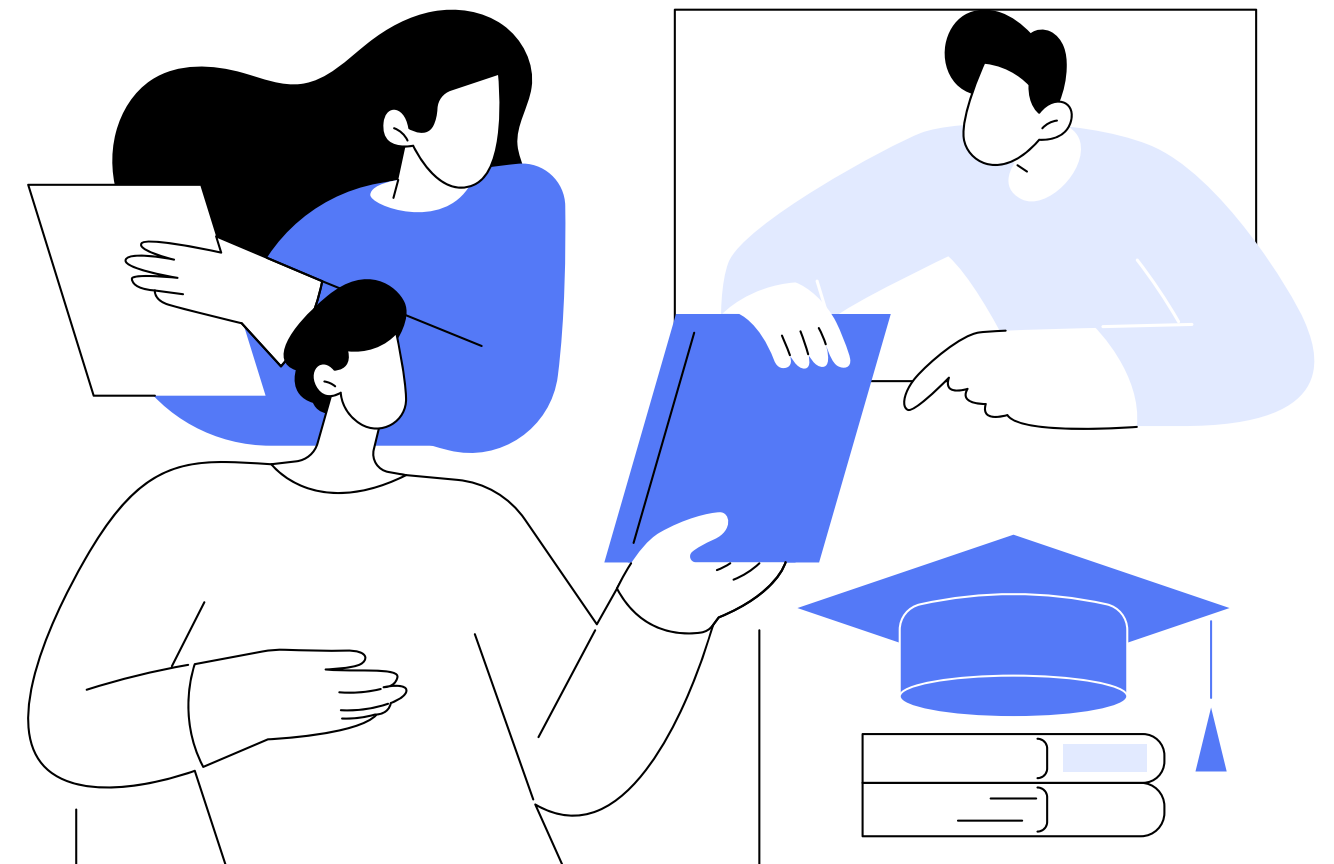
Certificate of Attendance

The duration of your Erasmus+ study must be confirmed by the host university on this form, which will serve as your official certificate for your mobility.

To obtain the Certificate of Attendance, students have two options:

- You can either ask the host university to fill and sign TEDU's template, or the Host university can fill and sign their copy of the document.

The dates mentioned in this document will be taken into consideration for the final payment.



Transcript of Records

Erasmus+ students are provided with an official transcript by the host university that includes details about the courses they have taken, their grades, and ECTS credits.

To transfer courses with grades and credits, students should keep the original copy of their transcript and present it to their respective faculties.

You must submit a copy of your ToR to our office after your mobility.



Course Substitution Form

To ensure the transfer of your course credits into your program at TEDU, it is essential that you complete the Course Substitution Form with your Departmental Coordinator.

This form should be filled out based on the transcript you have acquired and directly submitted to your faculty. It is solely your responsibility to complete this form and ensure the proper recognition of your courses, to avoid any complications for your academic progress.

Please be aware that our office does not have the authority to make course recognitions, and therefore, you should consult your Department Coordinator for any such matters.



EU Participant Survey

After completing their mobility, students are required to fill out a participant survey that is sent to them online by the European Commission.

It is important to submit the necessary documents to our office so that we can process the mobility data and survey.

Please note that if students fail to complete the survey, they will not be able to receive their remaining grant.



The Remaining 20% Grant

The remaining 20% of the grant will be transferred to the student's bank account as specified in the Grant Agreement, only if the students have submitted all the required documents and met the criteria mentioned in the Grant Agreement.

However, if the student fails to submit any of the necessary documents, it may lead to the cancellation of the remaining grant amount. In such a case, the student may be asked to refund the entire amount or a part of the grant (80%) that was funded before the mobility.



Practical Matters

Passport: If you don't have a passport, you can request a Student Certificate from Student Affairs. This certificate can be submitted for passport fee exemption when you apply for a passport.

Visa: Please keep in mind that the country you're planning to study in requires you to obtain a visa. Make sure to familiarize yourself with the visa application requirements for that particular country. You can check the consulate's website for this information. It's important to note that only the consulates are authorized to provide up-to-date information about visa procedures, as our office is neither authorized nor capable of overseeing your visa applications.



Practical Matters

Residence Permit:

- You may need a residence permit during your stay in the host country,
- Please read any pre-arrival material provided by the host university,
- Get necessary documents ready before your departure,
- Follow the International Office's instructions while you are there.



Practical Matters

Accommodation:

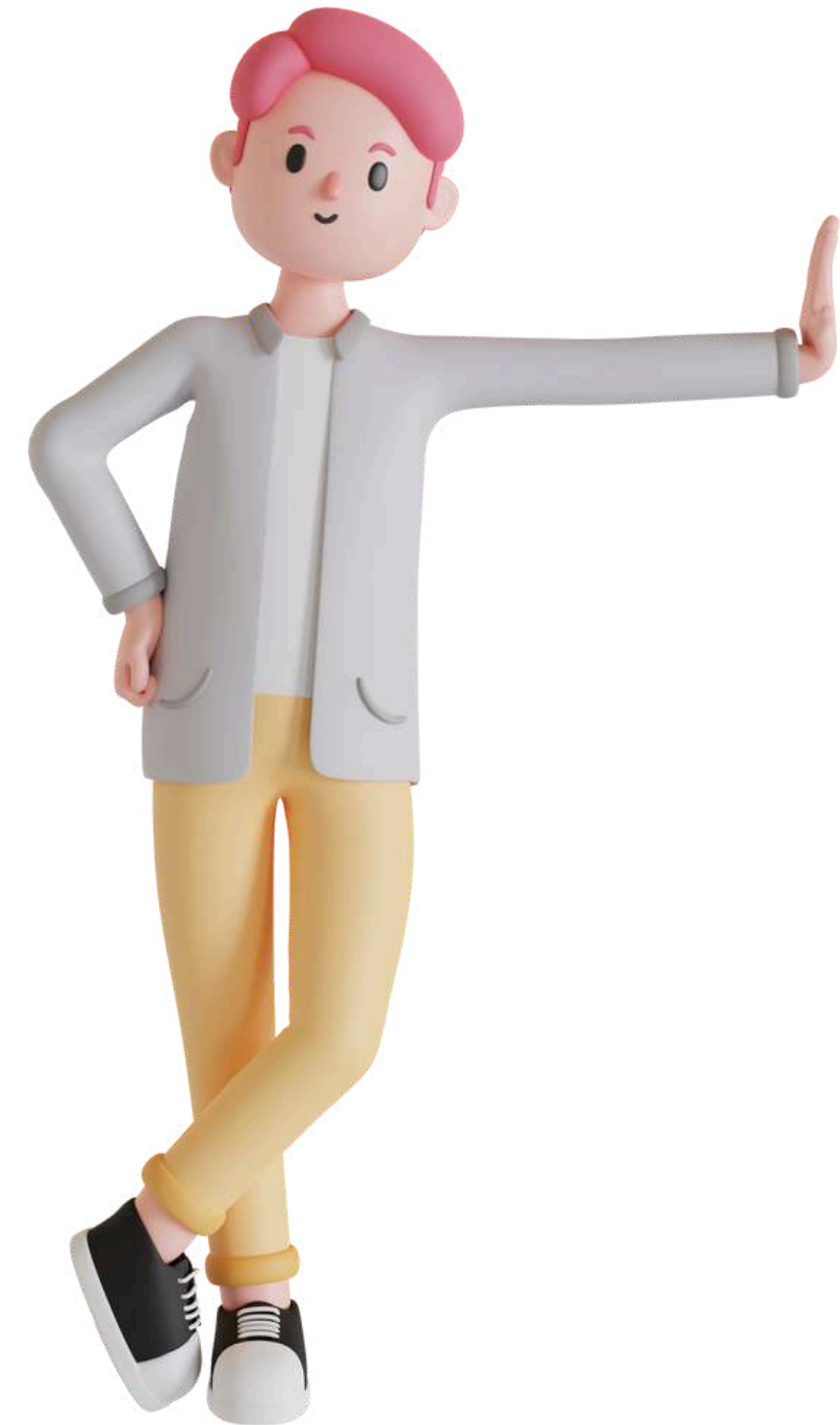
- Many partner universities offer on/off campus accommodation,
- Please note that accommodation arrangement is your responsibility,
- Mind the deadlines/procedures regarding housing applications provided by the host university,
- Make a research on student recommendations (such as [erasmusu.com](https://www.erasmusu.com), [erasmusplay.com](https://www.erasmusplay.com), and [esn.org](https://www.esn.org)),
- For private accommodation, we advise you to check the following;
 - Area: is the area safe? Do other students choose to live there?
 - Location: is it near the campus? If not, what does the transportation cost? Does the university provide a free-transportation card?
 - Price: does it include bills?



Practical Matters

Health and Safety:

- Follow the rules & regulations of the host country,
- Show respect and sensitivity for cultural, political, and social issues,
- If there is a security concern, contact your family/university asap,
- In case of theft; keep a couple of copies of your passport and residence permit in a cloud service (iCloud, Google Drive, etc.),
- If your passport is stolen, inform the Turkish Consulate asap,
- If you have an accident or major health problem, inform your family, host university, and IPO,
- Inform your host university and close friends about your emergency contacts' details.



Practical Matters

Social Life:

Do not hesitate to be active in the local events during your stay:

- Follow your host university's social and cultural activities,
- Do not miss the orientation programs there. The orientation weeks are usually held on the first week of the semester. It's a perfect start for you to adapt to your new journey abroad,
- You can also join the ESN (Erasmus Student Network) of your host university if applicable.





TED UNIVERSITY



Co-funded by
the European Union

Got
further
questions?

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