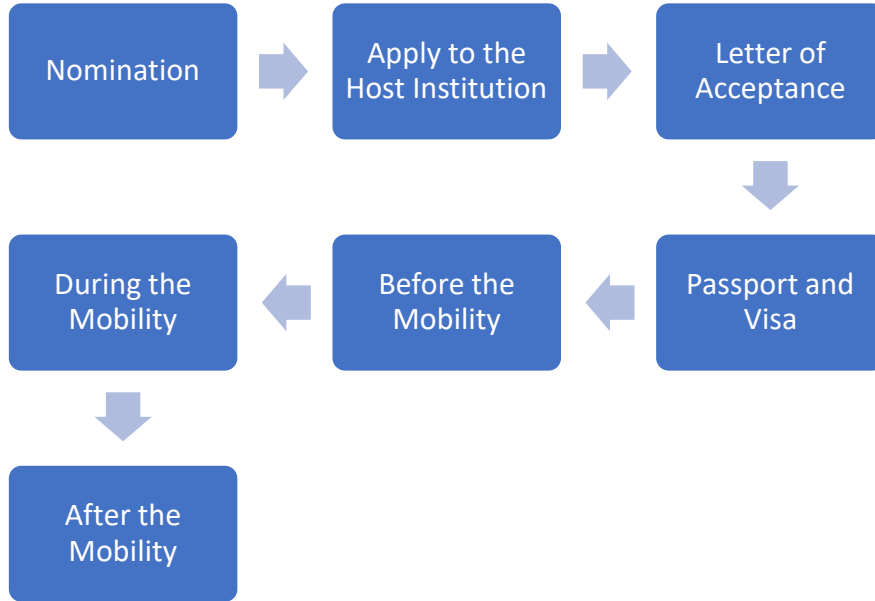




**FBU**  
FENERBAHÇE UNIVERSITY



## Guide for Erasmus+ Student Mobility for Studies



**IMPORTANT:** The information in this guide should be read carefully by the student. For your all questions, you can send an e-mail to [erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr).

### Step 1: Nomination

The International Relations Directorate (UID) will nominate the candidate students to the host institution by email.

The host institution sends the application procedures to the student or UID by e-mail. If not, the student gets information of the application procedure from the web page of the host institution.

### Step 2: Application to the Host Institution

The documents required for application may change depending on the institution. For this reason, the information coming from the host institution should be examined. The application procedure should also be checked on the website of the institution. The website contains crucial information such as the academic calendar, application procedure and the course catalogue. Before the

deadline set by the host institution, the student must apply to the host institution. It is the student's responsibility to prepare the requirement documents and apply to the host institution before deadline. However, UID provides consultancy services to the student in preparation of the documents. The host institution should be consulted about whether the institution provides accommodation, and if there is any application for accommodation, it should be made at this stage or in accordance with the procedure determined by the host institution.

### **Step 3: Letter of Acceptance**

Candidates who have completed their application by completing the application procedure of the host institution in a timely and completed applications are evaluated by the host institution. The host institution sends an acceptance letter to the student if it evaluates the application positively. FBU is not responsible if the student's application is not accepted by the host institution. The host institution always has the right to refuse the student's application. The mobility status of the student is not accepted until the host institution sends an acceptance letter. A student who has been accepted for Erasmus + student mobility for studies from the host institution cannot transfer this right to another academic year.

### **Step 4: Visa Process**

Visa, travel and all related procedures are the student's responsibility. You can get information about visa application processes and documents from the consulate or from companies authorized by the consulate. It is recommended not to apply for a visa until you receive your acceptance letter. UID can issue a visa support letter if the student requests it.

### **Step 5: Before the Mobility**

#### **Online Learning Agreement - OLA**

Before the mobility, students are required to prepare a learning agreement. A learning agreement is a document that shows which courses are taken at the host institution and matched in the program registered in FBU. The learning agreement is arranged through the EWP/OLA platform. It is mandatory to log in to the system with your fbu e-mail address. A learning agreement should be prepared in accordance with the rules stated below, and the agreement should be signed online by both your FBU Erasmus department/program coordinator and the host institution.

OLA: <https://learning-agreement.eu/user/login>

OLA Information: <https://www.youtube.com/watch?v=paIKpHJvTlg>

## **Rules of the OLA:**

- The student must inform the department/program coordinator about the courses he/she wants to take from the host institution, the plan of these courses, the ECTS values and the FBU courses he/she wants to be counted to the department/program before taking the courses.
- Students participating in the Erasmus+ exchange program are obliged to take a total of 30 ECTS courses in one semester. In case of force majeure and/or depending on the academic program of the host institution, the total of the courses that the student can take in a semester can be at most 36 ECTS and at least 24 ECTS. A learning agreement with a value of less than 24 ECTS is not approved, and the student's mobility is cancelled.
- The total ECTS value of the courses taken at the host institution and the total ECTS value of the FBU courses must be equal. However, within the scope of force majeure and/or depending on the academic program of the opposite institution, this difference can be up to “+” “-“ 3 ECTS.

## **Procedures to be followed within the University**

- The form, which shows which course corresponds to which course, signed by the student and the department/program coordinator with reference to the courses and FBU equivalents specified in the learning agreement, is sent by the student to the dean's office to be decided by the faculty administrative board. The relevant decision should also include the decision that the student is on leave during the period in which he / she will participate the mobility, since he / she participates in the Erasmus + exchange program. The student is responsible for following the process.
- In cases where the student cancels his/her mobility, changes the term, etc., he/she is obliged to request the update of the decision to the relevant unit's board of directors by applying to the manager of the unit where he/she is registered to update the decision issued on his behalf.
- Students participating in the Erasmus+ exchange program must pay their contribution/tuition fees for the mobility period to FBU within the required period. No tuition fee is paid to the host institution within the scope of Erasmus+. However, the host institution may request payment in the same amounts and methods as it is applied to other students of the institution. Payments required such as for the use of various materials such as insurance, residence permit, discount transportation card, course materials, laboratory products.

## **Online Language Support (OLS)**

Students selected for learning mobility take an online exam through the OLS system before starting their mobility. The exam is held in the language in which the student will carry out his/her mobility in the institution he/she participate. Exams do not affect students' selection status. The

pre- and post-mobility exams are held to observe the change in language proficiency during the student's mobility period.

### **Grant Agreement and Documents to be Delivered to the Office**

The following documents must be submitted to UID at least 15 days before the start of the mobility. Every student (with or without a grant) who will participate in the mobility must submit the documents on time and sign the grant contract. Otherwise, the mobility will be invalid.

- Acceptance letter from the host institution
- OLS exam result
- Learning agreement (OLA) signed by all parties
- TEB Bank Euro Account (must be opened in the name of the student)
- A document showing the Decision of the Faculty Administrative Board, showing that the course is transferred, and the student is on leave.
- Health Insurance
- Grant agreement and its annexes (general conditions, student declaration) \*

\*The contract will be prepared in the office and signed by the student.

### **INDIVIDUAL SUPPORT - GRANT AMOUNTS**

	Countries	Monthly Grant (Student Mobility for Studies)	Monthly Grant (Student Mobility for Traineeship)
1st and 2nd Group	Germany, Austria, Belgium, Denmark, Finland, France, South Cyprus, Holland, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600	750
3rd Group	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	450	600

### **GRANT RULES AND METHOD OF PAYMENT**

Grant payments are paid in EURO in two installments. The rate of the first payment is 80% over 5 months for student mobility for studies. In order to make the first installment grant payment to the student, it is obligatory for the student to submit the documents announced before the mobility, sign the grant agreement and complete the first online language exam. A student is paid a maximum of 5 monthly payments for study mobility. The student's final progress grant is

calculated after the mobility, considering the maximum payment amount over the actual duration of the mobility.

The first payment to be made to students is made in accordance with the rules specified in the grant agreement signed with the student. If the amount of grant increases in proportion to the period of stay of the students at the end of the mobility, an additional grant agreement is signed between the student and the university.

The student who completes the Erasmus+ exchange program and returns, must submit the transcript of the host institution in accordance with the OLA, signed OLA including the course changes made at the host institution, if any, the Certificate of Participation confirming the time spent in the Erasmus+ exchange program, the Final Report sent to the student by the European Commission, the student is also obliged to submit the second online language exam result document to the UID.

Erasmus+ exchange programs of students who do not submit the transcript and Certificate of Participation proving their mobility will be cancelled and a refund will be requested if a grant has been paid before.

Except for cases of force majeure, the activities of the students who return by terminating their activities before the completion of the minimum period are deemed invalid and no grant payment is made. If a grant has been paid before, a refund will be requested. Before an event or situation is considered as force majeure, UID gets approval from the Turkish National Agency. If students who have been paid a grant for mobility do not perform their mobility and do not return the accrued grant, legal proceedings are taken against them.

The student must be successful in at least 21 ECTS courses taken in a semester at the host institution. Otherwise, 20% deduction is applied from the final calculated grants.

A deduction of 20% of the grant is applied to the student who does not fill out the participant questionnaire after the mobility.

### **ADDITIONAL GRANT SUPPORT**

Additional Grant Support may be provided to disadvantaged participants in addition to the grant they are entitled to. In order to be able to give the grant, the disadvantaged participant is defined as an individual with limited economic and social opportunities and who fits into the following sub-categories. Documents will be requested from students who want to benefit from additional grant support and will be able to benefit from this opportunity after getting approval from the National Agency.

- 1) Those who are subject to Law No. 2828 (Those who have a protection, care or shelter decision by the Ministry of Family and Social Services pursuant to Law No. 2828).
- 2) Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395.
- 3) Those who do not have other parent income and receive orphan's pension.
- 4) Children of Martyrs / Veterans.
- 5) Those who are granted a needy pension for themselves or their families (the student, his/her parents or guardians have received financial support from Municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD). It is sufficient to submit the document proving that they received financial support at the time of their Erasmus application.
- 6) Disabled participant (Disabled participant with at least 70% disability rate documented by the Disability Health Board report in the "ERİŞKİNLER İÇİN ENGELLİLİK DEĞERLENDİRMESİ HAKKINDA YÖNETMELİK" published in the Official newspaper dated February 20, 2019 and numbered 30692).
- 7) Students who have one of their parents or their guardians, who are over 65, and who receive disability or needy pension within the scope of the Law No. 2022, dated 01.07.1976 on the “ 65 YAŞINI DOLDURMUŞ MUHTAÇ, GÜÇSÜZ VE KİMSESİZ TÜRK VATANDAŞLARI İLE ENGELLİ VE MUHTAÇ TÜRK VATANDAŞLARINA AYLIK BAĞLANMASI HAKKINDA YÖNETMELİK(1)” (<https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>)

Scholarships from Credit and Dormitories Institution (KYK) and similar scholarships, other grants, aids and success scholarships, and one-time aids are not considered within the scope of financial aid.

The following amounts of Additional Grant Support can be provided to students who meet the above criteria.

Type of Mobility	Amount of Additional Grant
Student Mobility between 2 – 12 months	Monthly 250 Euro

## **SUPPORT for GREEN TRAVEL**

Students/new graduates who do not receive travel support, if they prefer green travel, can be given an individual support grant for up to 4 days for their travel days, with an additional one-time grant of 50 Euros.

### **Step 6: During the Mobility**

The changes to be made in the learning agreement for various reasons must be made within 4-7 weeks at the latest following the start of the academic year of the host institution, and the decision of the board of directors must be updated by having it signed by all parties over the OLA within this period. Changes to be made must be made within the framework of the learning agreement rules and approval should be obtained in consultation with the department/program coordinator. The student is responsible for following this process. Otherwise, it is not possible to transfer the changes made to FBU after the mobility.

### **Step 7: After the Mobility**

Students who completed their mobility must have their courses transferred. Please find the steps on how students can transfer their courses below.

The documents that are needed during the course transfer process are learning agreements (OLA), list of decisions made by the board of directors during the mobility and before the mobility, a transcript from the host institution.

For the course transfer process, an application must be made to the relevant department/program coordinators with the original and/or verifiable transcript from the host institution.

The earned credits will be converted to a letter note system according to the department/program coordinator the student is enrolled in and the faculty board of directors will give the decision.

The manager of the unit where the student is registered transmits the names of the transferred course/courses, course codes, ECTS values, credits and grade information including the converted letter grades to the student affairs directorate with the decision of the faculty board of directors.

After the course transfer procedures are processed by the Student Affairs Directorate, the student must receive a copy of the updated transcript.

After the course transfer process is completed, the following documents must be submitted to International Relations UID.

- Participation certificate given to the student by the host institution, showing the start and end days of the mobility,
- Transcript of the study period at the host institution,
- Final FBU transcript showing that the courses are transferred and/or Diploma Supplement if available.
- OLS language exam second test result document, if any,
- Mobility Survey: Online EU Survey will be sent by e-mail when these documents are submitted. It is sufficient to fill out and the submit the survey on-line.