**1. TO DO BEFORE LEAVING:**

1. Follow all the e-mails and announcements sent by International Office and published in the website.
2. Participate the Orientation Program organized by International Office.
3. Research the department, the country and University you will be going to.
	1. Examine the website of the University you will be going to, read any available information packages.
	2. Be aware of any application deadlines for Erasmus Students, course schedules, academic calendars and any documents you will need to send.
	3. If the Partner University has an application form, fill it in and send it to the University, on time, via their indicated method (fax, post, scanned). Once you have applied successfully, you’ll receive an acceptance letter and you need to submit one copy of it to the European and International Center.
	4. Make sure you have the contact details of the Institutional and Departmental Coordinators of the University you will be attending.
	5. Start investigating places to stay in the Country you will be living in. If you are planning to stay in the dormitories, check if there is any form you need to fill in and submit it on time.
4. Prepare your Passport.
	1. When getting your passport, take a document from the Office of Student affairs to make sure you do not pay any taxes. (You’ll need to pay the fee for the book itself)
	2. In order to get a visa you need to apply with the Consulate of the Country in question, make sure that your passport will be valid for the length that the Consulate indicates.
5. Find out, from the Consulate/Ambassador in Istanbul, which documents you may need for a student visa in the Country of destination, and begin to prepare them.
	1. You need to take “Erasmus Student Letter / Visa Letter / Grant Letter” from the International Office. It indicates the lenght of your stay as well as the grant you’ll be getting.
6. For Grant Agreements that will be prepared by International Office, you should complete the documents / procedures below;
7. You need to open a Euro (€) account in the Istanbul Kültür’s İş Bank branch and please do not forget to give a photocopy of your € bank account details to the International Office.
* When abroad, in order to be able to carry out bank transactions, you may arrange for someone/a relative close to you to have Power of Attorney or you may open a shared Bank Account.
* Using internet banking could also be a convenient option, so make sure that everything is in order for you to use it while abroad.

**c.** You need to prepare your Learning Agreement with/under the supervision of your Departmental Coordinator. It should then be approved by you, IKU’s Departmental Erasmus and Erasmus Institutional Coordinator and the responsibles in the Partner University. Please, submit it to the International Office.

**d.** You should get an Health Insurance and bring a copy of it to our Office.

* If you have General Health Insurance (SGK) and will study in an agreement country, you need to take a document from the SGK to complete your insurance procedures. Please, concult to the SGK for the agreement countries and the required documents.
* If you need to take an health insurance from a private country, it should be “Travel health insurance for educational purposes”.
* The partner university / country may request a different kind of health insurance. If it includes the required coverages, it can be used for grant agreement.

**e.** Please submit the copy/scan versions of Acceptance Letters to our Office.

**f.** In order to specify the dates for grant agreements, please bring the academic calendars of the partner university.

1. Your rights and responsiblities as Erasmus Students are stated in the Erasmus Student Charter. Make sure to get this document from your European and International Center.
2. Make sure that all the procedures regarding you in the Students Affairs Office at IKU have been completed. You need complete the enrollment procedure as usual. Student can not be asked to pay any tuition fees to the Host University.
3. Make sure that you have a copy, for yourself, of every application document you have submitted.

**2. TO DO DURING MOBILITY**

**You need to take/complete the following documents with you when you go to your Host Institution :**

1. Learning Agreement: If there is a need to make changes on the courses indicated on the Learning Agreement (Before mobility part), make sure preparing “During Mobility Part” of it to show the changed courses (added / dropped courses). It should also be signed by all parties indicated.
2. Confirmation of Participation: it needs to be approved by the relevant Erasmus authorities at host institution before your departure from the host university.
3. Transcript of Records: You may either get it by hand before your departure from the host country or via e-mail after your departure. In addition the transcript, if you attended any seminar/conferance/workshop worth any ECTS make sure it is included in the document. Your Erasmus Departmental Coordinator needs a copy of the document for the completion of the transfer of your marks.

**3. TO DO AFTER MOBILITY**

**3.1. The following documents should be completed once you have returned;**

**1**. Learning Agreement – After Mobility: it should be prepared after the transcript is formed, at the end of the semester. The first table should consist of the courses taken in the host university while the second table should consist of the equivalent IKU courses.

**2.** Online Participant Report: After all documents / procedures are completed, information about mobility will be uploaded to the MT system (introduced by the European Commission). You will be received an automatic online survey which needs to be completed.

All these documents/procedures should be completed until the deadline given by the International Office. Otherwise, %20 per cent of grant will not paid. Grants will be cut for those who do not complete the documents until the deadline.

**3.2. Other Documents:**

As an Erasmus student if you would like to extend or shorten your study abroad period or withdraw your right to become an Erasmus Student, please download the relevant forms from the web site and make sure it is signed by the authorities stated on the form.

If you would like to extend, shorten or withdraw from your stay abroad, you also need to submit another petition form (written by you, addressed to the head of department) to the Erasmus Departmental Coordinator. Otherwise you won’t be able to take courses at IKU.

**4. EXPLANATION OF THE DOCUMENTS :**

**Learning Agreement:** The institution is obliged to provide full recognition to the courses indicated and matched with the courses at IKU on the Learning Agreement which is signed by all the relevant parties at both sending and host institution.

The names and contents of the courses are not expected to be exactly the same but need to roughly correspond. The full recognition of the courses that are indicated on the approved Learning Agreement, is guaranteed by the Erasmus University Charter. If the courses are not recognised after the study period then the National Agency is obliged report the occurrence which may cause the cancellation of the Erasmus University Charter of the university.

Students are required to take 30 ECTS credits for one semester and 60 ECTS credits for the whole academic year. Students will be exempt from the courses that they have successfully completed.

Learning agreement, which consist of three parts, should be submitted to the International Office with all signatures upon arrival.

* “Before Mobility” part should be prepared before the mobility starts. Apart from the first table that includes the basic information about mobility, this page contains the courses the student is planning to take at the Partner University and should be completed with the ECTS credits and Course Codes. The IKU equivalent courses should be written in the second table.
* The changes on the courses (added or deleted courses) should be indicated on the “During Mobility” part. The first table includes the added/deleted courses at the host university while the second table consists of the equivalent IKU courses. Before making these changes the student needs to consult with the Erasmus Departmental Coordinator of their home University and get their approval. Once it has been approved by the responsible parties at the partner University the student has the responsibility to give the form to their Erasmus Departmental Coordinator at the Home University.
* “After Mobility” part should be prepared after transcripts are formed by the host universities.

Signature dates of the learning agreement should show the dates when the document should be prepared. Before Mobility part should be signed before the mobility; during mobility should be signed during the mobility, and after mobility should be signed after mobility.

**Confirmation of Participation:** A document stating and confirming the duration of the student at the Partner University. It should be signed and stamped by the Partner University’s relevant Erasmus authorities.

**Student Mobility Grant Agreement:** This document should be signed by the student before his/her departure, it states how long student will be at the Partner University for academic purposes and how much grant he/she will receive. The Agreement should be signed by the student and the Erasmus Institutional Coordinator.

**Transcript of Records:** Taken at the end of the study period, this document states the courses in which the student was successful and what mark they achieved. It must correspond with the courses stated in the Learning Agreement. **Full recognition cannot be provided for the courses that are not indicated on the learning agreement. The transcript must be submitted to the Erasmus Departmental Coordinator for full recognition -transfer of the courses to IKU.**

**Online Participant Form:** When you return back to Turkey and submit your document, you’ll be asked to fill an online survey sent by the MT system.

**5. RECOGNITION FOR THE CREDITS**

Universities with Erasmus University Charter are obliged to provide full recognition for the courses taken from the partner university. Recognition will be provided by transferring the courses to the transcript of the IKU with original courses names, codes, credits and grades as it is indicated on the partner university transcript.

If the student is successful in the courses stated in the Learning Agreement, the transcript with the final results should be delivered to the Erasmus Departmental Coordinator and IO of the home University for the recognition process to be initiated.

Generally, Partner universities and also Istanbul Kültür University use the European Credit Transfer and Accumulation System (ECTS) which facilitates the transfer of courses from partner university to host university. ECTS Credits refer to the total workload of the course for the student (25 hours of study = 1 ECTS). Study load for one academic semester should be equal to 30 ECTS. Students who are planning to study abroad have to take 30 ECTS credits for one semester, 60 ECTS credits for a full academic year.

There is also grading system for ECTS which is used by the most of the partner universities.

|  |  |  |
| --- | --- | --- |
| ECTS  | SUCCESSPERCENTAGE | EXPLANATION |
| A | 10 | "Excellent" outstanding performance with only minor errors |
| B | 25 | "Very Good" above the average standard but with some errors |
| C | 30 | "Good" generally sound work with a number of notable errors |
| D | 25 | "Satisfactory" fair but with significant shortcomings |
| E | 10 | "Sufficient" performance meets the minimum criteria |
| FX | - | "Fail"  some more work required before the credit can be awarded |
| F | - | "Fail" considerable further work is required |

The partner universities indicate the grades using either the ECTS grading system or local grading system; they may also use the local grading system while providing and ECTS equivalence table.

Istanbul Kültür University does not use the ECTS grading system but uses the ECTS credits system. In this context, according to decree of the Senate, ECTS grades transferred to transcripts of IKU, through the convert table as shown below.

|  |  |
| --- | --- |
| ECTS GRADE | IKU GRADE |
| A | A |
| B | A- |
| C | B+ |
| D | C+ |
| E | D+ |
| FX | FD |
| F | F |

 For universities neither using ECTS grading nor supplying ECTS equivalency table for local grades; a table should be approved by the university board.

 **6. GRANT PAYMENTS:**

Students are awarded grants to provide with financial support for their additional costs during their stay abroad. Grants are merely contributions, not to cover all the costs of the student's activities.

The monthly grant amount for the students who will benefit from the activity is **650 euros.**

Financial support is also provided for students. The amount of travel grant must be calculated using the "Distance Calculator". The distance calculator is accessible from the following link:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm

The distance calculator calculates the distance between the places where the host and home universities are located. The travel grant is calculated using the table below.

Km Grant amount

100-499 km 180 €

500-1999 km 275 €

2000-2999 km 360 €

3000-3999 km 530 €

4000-7999 km 820 €

8000 km ve üzeri 1.100 €

* The students’ grant will be paid in two installments. The first payment should be no more than 70% of the total grant and is decided by the National Agency, it will be given to the student before he/she leaves. The second Payment will be paid to the student once he/she has returned and complete all documents/ procedures mentioned above, on the condition of passing 2/3rds of their credits. Students who do not fulfill the necessary conditions are deducted from the second installment payment.
* The student can only receive the grant for their Erasmus Student Mobility Period spent abroad. In case of a shorter stay than the planned exchange, only a grant for the duration of stay can be paid.
* If you leave the host country for more than 7 days and it affects your academic stay negatively, there will be cuts in your grants in parallel with the total number of days.