

FALL SEMESTER 2024-2025 ERASMUS+ OUTGOING STUDENT STUDY MOBILITY INFORMATION PRESENTATION

KARABUK UNIVERSITY
INTERNATIONAL RELATIONS COORDINATORSHIP
ERASMUS OFFICE





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Mobility

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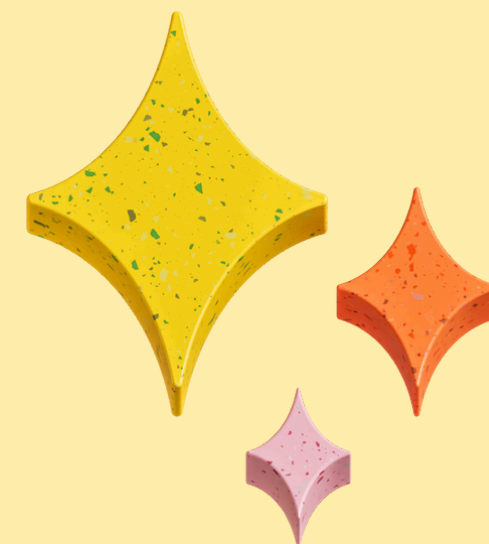
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&
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Meet the Team



Adnan UCUR
(Coordinator)



Simge AYYILDIZ
(Nomination-
Erasmus Study)



Elvida ÇELİK
(Erasmus Study)

Erasmus Öğrenim Hareketliliğine Katılmadan Önce



1. Belgelerin Hazırlanması

- Akademik tanınma Belgesi (Recognition Sheet) ve Öğrenim Anlaşması (Learning Agreement) belgelerini hazırlamalısın.
- Belgeleri Erasmus Ofisine göndermeden önce kendinin ve bölüm hocalarının imzalamış olduğundan emin ol.
- Recognition Sheet belgeni ve dilekçeni bölümüne bırakmalısın.

2. Kabul Belgesi

- Kabul belgeni beklemelisin
- Kabul belgen sana ulaştığında karşı okulun RESMİ MAİL'ini Erasmus ofisine yönlendirerek göndermelisin.

3. Pasaport

Pasaport işlemlerini gerçekleştirmeli ve pasaportu temin etmelisin (25 yaş üstü isen ofisten harç muafiyet yazısı isteyebilirsin)

STEP
3



4. Vize İşlemleri

- Vize randevusu almalısın.
- Vize randevusuna gitmeden en fazla 10 gün kala vize yazısı almalısın. (erasmus.basvuru.tr ya da ofisten temin edilebilir)
- Vize işlemlerine sağlık sigortası yaptırılmış bir şekilde gidilmeli (vize işlemleri için gerekli olan diğer tüm belgeleri o ülkeye ait konsolosluklardan öğrenmelisiniz)

STEP
4



5. Ofise Göndermen Gereken Belgeler

- Euro Hesabının iban içeren SS' ini ya da dekontunu
- Sağlık sigortanı (ilk sayfası yeterli)
- Vizenin bulunduğu pasaportun sayfasını
- Başvuru Formunu imzalayıp (KİON sisteminden belgeler kısmında bulabilirsin) taratıp Ofise mail ile iletmelisin.

STEP
5



STEP
6



6. Hibe Sözleşmesi

- Hibe sözleşmesi imzalanmalı (Ofise gelinmeli ya da mailden belgeyi talep edip ıslak imzalı bir şekilde ofise postalanmalı)
- Ofisten Öğrenci Beyannamesi alınmalı.

STEP
7



7. KİON sistemine belge yükleme

- İmza işlemi biten tüm belgeleri KİON sistemine yüklemelisin.

STEP
7



7. KİON sistemine belge yükleme

- İmza işlemi biten tüm belgeleri KİON sistemine yüklemelisin.

STEP
8



8. Hibe İşlemleri

Hibenin %80' i için işlemlere başlanır (prosedürler ve tarafınıza geçmesi 10 günü bulabilir)

STEP
9



9. OLS Sınavı

1.Hibe tarafınıza ödendikten sonra mailinize gelen OLS sınavını yapmalısınız.

STEP
10

10. Hazırlan !

Artık yurtdışında hem öğrenip görüp hem de gezebilirsin.

Karabük Üniversitesi
Uluslararası İlişkiler Koordinatörlüğü

Things to Consider



- THERE ARE 2 ORIGINAL DOCUMENTS.
- LA (Learning Agreement) 1 copy should be prepared for us - if the other university also requires a wet signature, the required number should be prepared. It must be signed by both universities.
(OLA) <https://erasmus.karabuk.edu.tr>
- Recognition Sheet (3 copies must be prepared)
- IN ADDITION TO THESE, EVERY UNIVERSITY MAY REQUEST DIFFERENT DOCUMENTS (whatever they say in the mail should be prepared)


AN IMPORTANT REMINDER

**YOU HAVE TO MAKE SURE THAT YOU
HAVE TAKEN ALL THE REQUIRED
COURSES IN THE SEMESTER YOU
ATTEND ERASMUS.**

**[BEFORE MOBILITY OR
AFTER (THOSE COMPLETING 30 ECTS
WITH ELECTIVE COURSE(S)-TAKING A
COURSE FROM LAST OR NEXT YEAR'S
COURSES)]**

**YOU MUST COMPLETE THE
OLS EXAM SENT TO YOUR
E-MAIL IMMEDIATELY.**

***IT MUST ALSO BE DONE ON
THE WAY BACK.**



Before Attending Mobility



LEARNING AGREEMENT (OLA)

RECOGNITION SHEET-YKK

PETITION CERTIFICATE OF

ACCEPTANCE

PASSPORT-VISA PROCEDURES

INSURANCE PROCEDURES

EURO ACCOUNT

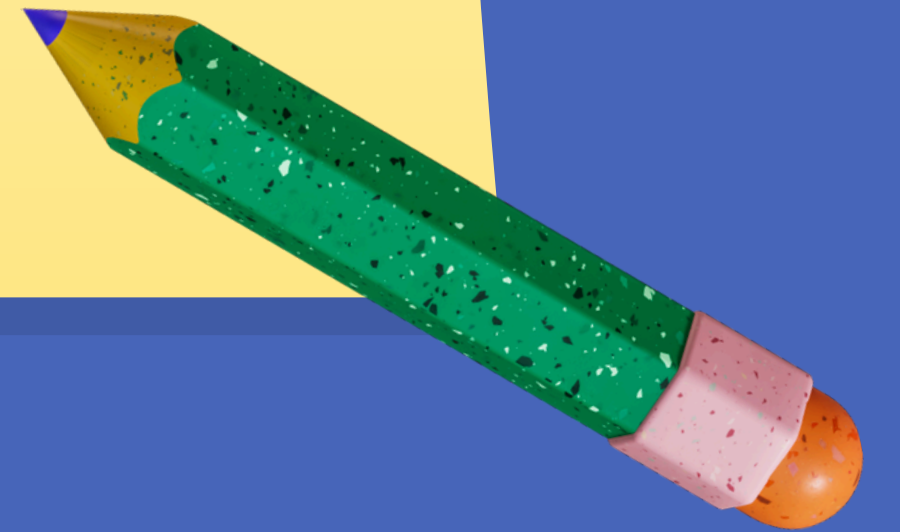
GRANT AGREEMENT

D. Gidilen Ükelere/Faaliyete Göre Aylık/Günlük Hibe Miktarları

Ülke Grupları	Misafir Olunacak Ülke	Aylık Hibe Öğrenim (Avro)
1. ve 2. Grup Ülkeler	Almanya, Avusturya, Belçika, Danimarka, Finlandiya, Fransa, Güney Kıbrıs, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Yunanistan	600
3. Grup Ülkeler	Bulgaristan, Çek Cumhuriyeti, Estonya, Hırvatistan, Kuzey Makedonya, Letonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Slovakya, Slovenya, Türkiye	450

DURING MOBILITY

ADD - DROP



Steps

- 1** You must prepare 3 documents in total, which must be done within 4 weeks after the start of the mobility.
- 2** DURING THE MOBILITY part in Online Learning Agreement (Required for the university where you will be going to Erasmus)
- 3** CHANGES IN RECOGNITION SHEET
- 4** RECOGNITION SHEET

GENERAL SUGGESTIONS

*Carry an casual shoulder bag or a fanny pack with closed compartments and, safest of all, a passport bag worn inside clothing.

*Before making your appointment for your visa, make sure you have all your documents ready.

*Buy your plane ticket in advance. Don't forget to buy additional baggage allowance, you will probably exceed the limit set by the airplanes. Also, make sure your flight is as early as possible. If you are going to stay in a dormitory, if you arrive late there; it is likely that you will not be able to find someone to talk to.

*Keep your acceptance letter, your dormitory payment receipt (if they ask for it) and any other documents you may need in a bag - no need to remind you about the passport. :-)

GENERAL SUGGESTIONS

- * Remember to take your medicines. Put an antibiotic and antipyretic that your body is used to. Place items such as cream, band-aids, thermometer, nasal spray, throat lozenges, etc. in your bag properly.
- * Always keep your money divided; leave some of it where you are staying, put some in your front pocket for daily expenses and more in your inside pocket or in a secure passport bag. Do not show that you have too much money.

GENERAL SUGGESTIONS

*Learn the directions from the airport to the address where you will be staying, if you can find someone who can pick you up, it will be very good for you.

*Do not forget to open your Turkish phone line abroad.

*Take your passport photos with you, you may need them.

GENERAL SUGGESTIONS

Before you go to passport control at the airport; do not forget to buy the exit fee stamp.

GENERAL SUGGESTIONS

We recommend that you carefully research the exit procedures.

*Students who want to go abroad must have their student certificates with them. Students with a green passport are required to carry a copy of the document from the institution with which the parent who has the green passport is affiliated.

GENERAL SUGGESTIONS

*Never accept a sealed package that someone else (even a friend or relative) gives you to take abroad and you don't know what's inside!

Is there a fee that is paid to the receiving university?

Erasmus students do not pay tuition fees at the hosting university.

However, living expenses such as transportation, food and accommodation are the student's own responsibility.

Will my education be longer if I participate in the Erasmus+ program?

Such a statement cannot be generalized.

The main objective is to benefit from the program
by securing maximum course equity.

Your ability to graduate on time depends on your academic success
while you study abroad.



After Mobility



RETURN DOCUMENTATION

TRANSCRIPT


CERTIFICATE OF ATTENDANCE

EU SURVEY

Things to Consider



- TRANSCRIPT
- The CERTIFICATE OF ATTENDANCE must include the date range you were there. *The grant payment will be made based on the number of days in the certificate of attendance.*
- **Payment will not be made until EU SURVEY is completed and all documents are uploaded to the system.**

- 
- A stylized illustration of a person with long dark hair, wearing an orange long-sleeved shirt and white pants, standing to the left of a flipchart and pointing at it with their right hand.
- Failure to achieve a 2/3 success rate
(19-11 ECTS success from 30 ECTS 20% CUT)
 - In case of 1/3 success
(10-1 ECTS success from 30 ECTS 30% CUT)
 - If you attend classes and fail 3/3
(50% CUT if 0 ECTS out of 30 ECTS)
 - 100% refund in case of 3/3 failure due to
absenteeism

GRANT CUTS ACCORDING TO SUCCESS RATES

QUESTION & ANSWER





Thank you for your participation!

**For your questions;
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