

# Erasmus+ Study Mobility - Frequently Asked Questions





## **1- General Information**

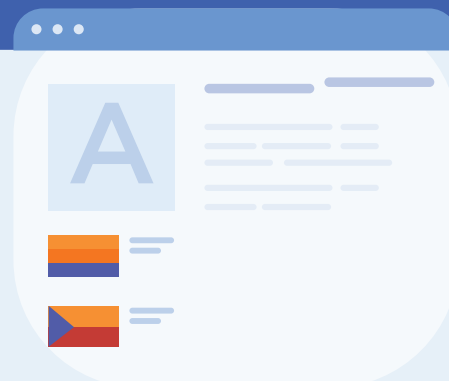
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# 1- General Information

## a) Before the Application

### What is the difference between the Erasmus+ and Erasmus program?

Erasmus+ is the general and inclusive name of the program. The Erasmus+ program is commonly known as “Erasmus” but both terms have the same meaning.

### Does “Erasmus+” mean Traineeship Mobility?

“Erasmus+” includes both study and traineeship mobility. There is no such name difference between those two programs.

### What are the differences between Erasmus+ and Global Exchange programs?

- Within the scope of Erasmus+ Study Mobility, it is possible to attend one of the partner institutions of OzU among European Union members or candidate countries. Additionally, the Erasmus+ program provides a certain amount of grant support to contribute to students' expenses.
- The Global Exchange program primarily offers the opportunity to study at one of the partner institutions of OzU outside of Europe and does not provide financial support. It is also worth mentioning that the application deadlines, criteria, and procedures of both programs are different.

### Which countries are part of the Erasmus+ study mobility program?

If you are looking to participate in an Erasmus+ Study Mobility program, you can choose from a wide range of countries. It is possible to go to one of the 28 European Union Member States and countries defined as third countries associated to the Programme: Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece, Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania and Serbia.

**Which universities can I go? Does the university I would like to go to need to have a partnership agreement with Özyeğin University?**

- The university you wish to go must necessarily be a partner institution.
- Agreements are made on a departmental basis. Information on which universities have agreements within the scope of which departments is published on our website and is also included in each application announcement.

**Can I apply to a partner university that has an agreement with another department?**

All students can apply to partner institutions that have agreements with their departments.

**Do I need to know the language of the country I want to go to?**

It is not mandatory for students to speak the language of their host country. However, some partner institutions may require a certain level of language proficiency in the country' s language. Particularly, if a specific language proficiency is required for the language of instruction, this information will be included in the partner institutions list which will be published in the application announcement, if our office has been informed about this by the partner institution. Students are expected to consider this information while making their university preferences.



## b) Application

### What is Erasmus+ Study Mobility, and who is eligible to apply for it?

- Erasmus+ Study Mobility is a student exchange program in which a student of any study cycle (bachelor's, master's, and doctorate) can study at a partner institution of Özyeğin University for one or two semesters without paying a tuition fee to the partner institution.
- Actively enrolled students from any study cycle can apply, subject to the conditions.
- Alumni, English Preparatory Program students, Scientific Preparatory Program students, special students and students who are not enrolled at Özyeğin University cannot apply to the program.
- It is not possible to apply to the Erasmus+ program from a minor program.

### How can I apply?

- Generally, the application announcement is published in January, and applications are accepted in February. You can apply by following the steps in the application announcement published in January on myOzU.
- Applications are only accepted between the specified application dates and shared application platforms online. Applications are made once a year.

### Can I benefit from Erasmus+ study mobility even if I have failed courses at Özyeğin University?

Even if you have failed some courses, you can apply to the program if you meet the minimum CGPA requirement.

### When and for how long can I participate in the Erasmus+ Study Mobility?

- You can apply to the Erasmus+ Study Mobility program within the conditions after completing a minimum of 24 ECTS credits at OzU and after your CGPA is calculated.
- It's important to note that each application period is for the following academic year. When applying for Erasmus+ study mobility, you can apply for the first semester (fall) or the second semester (spring) of the academic year you are applying for. For instance, if you apply in February 2025, you would be applying for the 2025 Fall or the 20256 Spring semester of the 2025-2026 academic year.

### **I have applied for Erasmus+ study mobility, but could not be placed to any of my preferences, am I unable to participate in the program?**

When the placement results are announced, students who have not been placed in any of the partner institutions may participate in an additional placement round if there are available quotas remaining. During this round, students are requested to select their university preferences based on the institutions with available quotas and re-submit their application. Students who have already been placed cannot participate in the additional placement round.



### **I have already participated in an Erasmus+ Study/ Traineeship mobility, can I apply again?**

- Students who have previously participated in a Study and/or Traineeship mobility can re-apply if they meet the conditions specified in the announcement. However, according to the program rules, the final Erasmus scores of these students are calculated with a deduction of “-10” points.
- Since a maximum of 12 months of mobility is allowed for each study cycle, students who are eligible to re-apply should calculate their mobility periods considering their previous study/traineeship mobility durations. For example, an undergraduate student who has previously participated in the Study Mobility for 5 months would have a remaining duration for a maximum of 7 months for Erasmus+ study or traineeship mobility throughout their Bachelor’s studies.
- Even if the application requirements are met, students who have completed their 12-month duration or do not have adequate time left cannot participate in the mobility.



### **If my studies are already extended, can I still apply to the Erasmus+ study mobility?**

During the exchange period, students must have at least 30 ECTS credits remaining for graduation. A student who does not have a minimum of 30 ECTS credits at OzU for the exchange semester cannot participate in the program.

### **Can I participate in the Erasmus+ study mobility during my final year of study?**

If you meet the minimum requirement of 30 ECTS credits for graduation and fulfill other standard conditions, it is possible to participate, but it is not recommended due to the risk of postponing the graduation date.



### **Can “irregular” students participate in the Erasmus+ study mobility?**

Being an “irregular” student does not create an obstacle for application. You can apply to the program as long as you are an actively enrolled student at OzU.

### **Do I have to have a passport during the application?**

It is not mandatory to have a passport at the time of application. However, students who are announced as eligible to participate in the program will need to apply for a passport as soon as possible.



### **Can I apply for both Erasmus+ study mobility and traineeship mobility?**

- It is possible to apply to both study and traineeship mobility at the same time. However, it is important to fill out the online application form separately for both of them.
- According to the program rules, students who have applied for both study and traineeship mobility simultaneously, have been placed to a partner institution for the Study mobility, and confirmed the placement results, will have their Traineeship Mobility applications evaluated with a deduction of “-10” points.

### **Can I apply for both Global Exchange and Erasmus+ study mobility?**

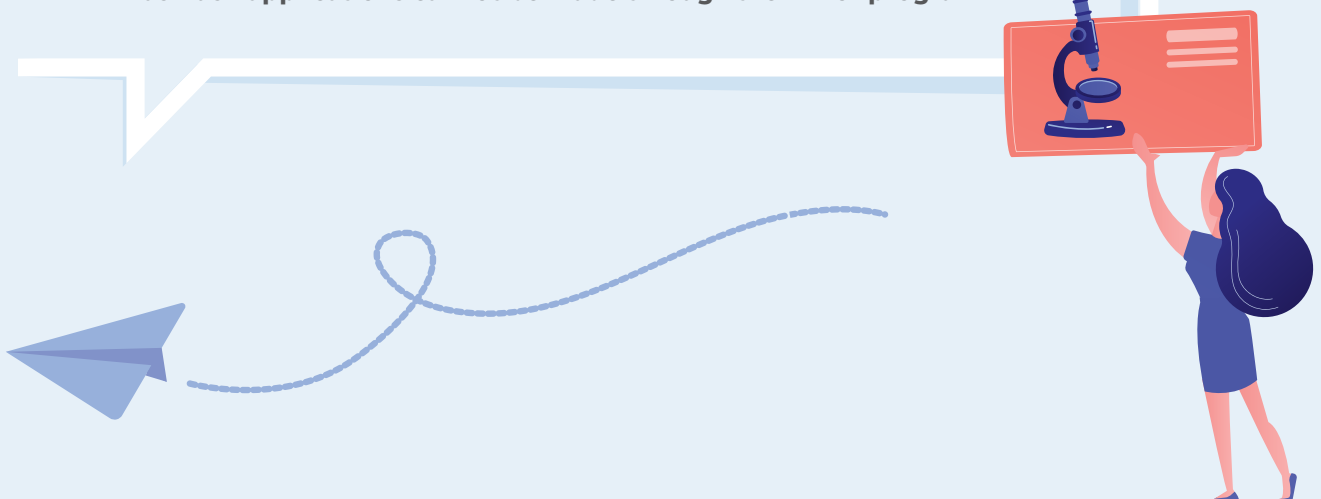
- Yes, it is possible to apply to both programs. However, students who qualify for both need to plan their timeline carefully to ensure that they allocate enough time for the procedures of both programs without disrupting their enrollment and continuing their studies at OzU.
- It should be ensured that the start and end dates of the Global Exchange period, the education period at OzU, and the Erasmus+ Study Mobility period do not overlap.

### **I am a graduate (Master's) student, can I participate in the Erasmus+ study mobility during the thesis stage?**

Students who wish to participate in the Erasmus+ study mobility during their thesis stage should check the partner institutions list, then get in touch with our office about the institutions they wish to apply to before the application. After being informed about the process and receiving approval from the thesis advisor, it may be possible to proceed with the application.

### **I am a double major/minor student. Can I participate in the Erasmus+ study mobility?**

- Double-major students can only apply by selecting one of the majors they are enrolled in. If a double major student graduates from their primary major program, the student can only apply from the second major program.
- Erasmus+ applications cannot be made through the minor program.





## c) Participation in the program

### How long can I participate in the Erasmus program?

A student can participate in the Erasmus+ program for a maximum of 12 months at each study cycle (Bachelor's, Master's, and Doctorate studies). During each study cycle, it's possible to participate in study or traineeship mobility activities more than once.

### Do I need to renew my student registration at Özyeğin University before going to study mobility?

Before the study mobility period begins, being an active student at OzU is necessary.

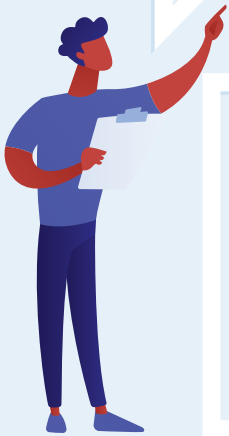


### If I participate in the Erasmus+ study mobility, will it affect my graduation date?

- The conditions may vary for each student. For instance, if you cannot select the courses you intend to take at OzU at the host university, and if you do not have any semesters left at OzU after your exchange period ends, it might be possible that this can affect your expected graduation date.
- Students who participate in study mobility during their final year of study may also experience a potential extension of their study period at OzU for various reasons.
- Understanding the recognition process is essential to better comprehend the mobility process:
  - During the exchange period, you take 30 ECTS credits of courses at the partner institution and match them with 30 ECTS credits of courses at OzU to create course equivalency.
  - Before your study mobility period starts, you sign the Learning Agreement with your Faculty Program Coordinator for your course selections.
  - At the end of the exchange period, the recognition process will be initiated as your official transcript of records is provided to our office by the host institution. All the courses you have successfully completed there will be transferred to your OzU transcript with their credits and grades.
  - If the course equivalency process is completed and the courses are successfully transferred to the OzU transcript, students can continue their studies at OzU without extending the study duration.

### **Will my cash/meal/dormitory scholarship be canceled during the exchange semester?**

Students who receive cash/meal/dormitory scholarships from OzU should discuss their scholarship status for their exchange semester with the Scholarships/Financials Unit in the Student Services.



### **Do I pay a tuition fee to the university where I will go for the study mobility?**

Under the Erasmus+ study mobility, no tuition fees are required for students going as exchange students to the host university. However, some institutions may require small amounts of fees for various materials/procedures such as insurance, residence permits, discounted transportation cards etc. similar to what they require from their own enrolled students.

## **2- Placed Students**

### **a) Course Selection and Transfer**

#### **Which courses will I take during my exchange semester?**

You are expected to choose your courses based on the catalogue provided by the partner institution and obtain approval from the Faculty Program Coordinator.

#### **How many credits do I have to take?**

You are expected to take 30 ECTS credits per semester at the university you will attend. Creating a credit transfer and adaptation table that determines how these credits will be transferred according to your graduation requirements at OzU, and obtaining approval from the Program Coordinator is necessary.

#### **The courses do not exactly match with my courses at OzU/the credit numbers are different, what should I do?**

The course names or credits do not need to match exactly. The total amount of credits you will take at the partner university and the total amount of credits that will be transferred to OzU have to be equal and 30 ECTS each. However, the content of the courses is considered for this process. Which courses will be taken and which courses will be matched to be transferred at OzU will be evaluated and approved by the Faculty Program Coordinator.

### Which courses are recommended for me to take?

The courses that you plan to take during your exchange semester must be approved by your Program Coordinator. For this step, if you have free elective courses available, we suggest using them for your Erasmus+ semester. This will provide you with more options to choose from at the partner university. Additionally, if a pre-approved course is canceled after you arrive at the host institution, it will be easier for you to select and receive approval for another course.

### Will the grades I get during the exchange semester affect my CGPA?

- All of the courses that you take and successfully complete (completed with a passing grade) at the partner university, will be transferred to your OzU transcript and it will affect your CGPA. Failed courses (the ones you get “F” ) are not transferred to your OzU transcript. You are required to take the equivalent courses recognized in the Course Equivalency and Transfer Table during your studies at OzU.
- You can review the website containing the grade conversion tables to understand how the grades obtained at the host institution will be transferred to your OzU transcript.

### What is the next stage if I am selected and eligible for the program?

- Orientation meetings are arranged for eligible students regarding all stages before departure. During these meetings, detailed information is provided about documentation, grants, visas, insurance, and all procedures related to the exchange program.
- At first, all students are nominated to the institution they are placed. After the nomination process, students who are placed must apply to the partner universities.
- In summary, the process begins with applying to our office for Erasmus+ study mobility, and is followed by the placement process. After that, placed students apply to the partner institution to become exchange students.

## b) Before the Exchange Period



### Will I be accepted to the university I have been placed for certain?

Being placed at a partner university does not automatically mean that you are accepted to that institution. After being placed by the office, you need to apply to that university and your application must be accepted. Only students whose applications are positively evaluated and receive an acceptance letter from the partner institution become exchange students.

### **Will I receive support for accommodation/visa/insurance/transportation etc. and my expenses?**

- Students are responsible for all of the expenses. Students who will receive grant support may use their grants to partially cover their expenses.
- Official support letters required for the visa application or SGK health insurance are prepared by our office.
- For transportation, discounts and additional baggage allowance can be provided according to the protocol between the Turkish National Agency and Turkish Airlines. Additionally, “green travel support” can be offered to students using low-emission transportation vehicles such as trains, cars, and buses.

### **I have a green passport, can I start my exchange period without obtaining a visa?**

Green passport holders are entitled to travel to the Schengen Area for a maximum of 90 days for touristic purposes. However, exchange periods typically last longer than 3 months, and the travel must be done for educational purposes. Therefore, even if you have a green passport, obtaining a visa for your travels is expected. For the most accurate and recent information about the visa procedures and the steps you need to follow, you can contact the official visa application agency or consulate of your host country.

### **Are all procedures conducted automatically/by the International Exchange and Partnership Programs Office after I'm selected eligible for the Erasmus+ study mobility?**

Students are responsible for managing their course selections at the partner university, passport and visa procedures, and arranging the accommodation, insurance, travel, and other related processes themselves.



### **I've been placed to a partner institution for study mobility, but I want to cancel/change my host institution. Is it possible to change the host institution after being placed?**

Once you have been placed at a partner university during the evaluation process, it is not possible to change it. Therefore, it is advised to make the university selections in order of preference and only select the institutions you intend to attend. It is not possible to change the university preferences and the order or preference after the application deadline.

**I have been placed to a partner institution for the fall semester, is it possible to attend a different institution for the spring semester?**

If the conditions are met, extending your exchange period at the partner university where you have already been placed might be possible, but it is not possible to attend a different university for the spring semester.



**Can I cancel my application for Erasmus+ study mobility?**

Yes, you can cancel it. However, you need to inform our office about the cancellation request. Taking no action is not processed for cancellation. The cancellation procedures are strictly based on the student's declaration.

**What happens if I fail to successfully complete my exchange period? Do I need to return the grant?**

- Students who return without completing the exchange period due to reasons that are not force majeure will have their received credits and courses considered invalid. Students who received grant support are required to refund all the grant amount they received.
- If a student successfully completes the exchange period but passes less than 20 ECTS credits of courses, the second installment of the grant will not be paid.
- If a student cannot successfully complete their study mobility due to force majeure, the student is required to declare and substantiate the force majeure with relevant documents. The related declaration procedure is consulted by the Turkish National Agency.

**After I start my exchange term, can I leave the partner university without completing 60 days?**

If you leave the partner university before completing 60 days, your Erasmus+ Study Mobility will be cancelled, and no credits or courses will be transferred. Students who participated with a grant are obligated to refund all the grant amount they received.

## c) Beginning the Exchange Period

**Do I have to participate in the orientation program that my host institution organizes at the beginning of the semester?**

Participation in the orientation program organized by the partner university is highly recommended. Some partner universities may require attendance at the orientation session as a mandatory step to complete school or course registration processes. The orientation program that your host institution organizes is the event that aims to support you in your process of adapting to the new environment, providing essential information and materials about the university, city and country you will be in during your exchange semester. These sessions are designed to assist you throughout your exchange, offering crucial insights. Additionally, before the term begins, they provide an opportunity to meet other exchange students. Attending the orientation sessions at the partner university is important for a successful exchange period.

**I need to arrive at the partner university after the semester has started due to my extended visa procedures/finals at OzU etc. What should I do ?**

- In this case, it is essential to inform both our office and partner university about the situation. By explaining the reason for your delayed arrival after the semester has started and providing the earliest possible date of your arrival, it is crucial to consult on how this might affect your exchange semester.
- If the visa process extends and causes a delay in your arrival date at the partner university, it is advised to notify the official visa application agency/ consultancy about your situation. You may also request support from your partner university regarding the ongoing process.
- If your finals overlap with the start of your exchange period, discussing options with your faculty, such as early exam participation or taking exams at the host institution is crucial. Upon faculty approval, necessary arrangements will be made to ensure you complete your final exams and arrive at your host university on time.



**My exchange semester has started, but I want to change my courses. What should I do?**

During your exchange period, if you wish to make changes on the courses you have taken (or on the courses you have matched to transfer at OzU), you must inform your Program Coordinator within the first 5 weeks of the semester, obtain their approval, complete a new Learning Agreement-During the Mobility, and submit the document to our office. Course changes that are not approved by the Program Coordinator within the specified period and not forwarded to the International Exchange Programs Office for eligibility are considered invalid.

### Can I extend my exchange period and participate in the Study Mobility for two semesters?

- You need to inform our office about your extension request 1 month before your exchange semester ends in a written form at the very latest. For the extended period, you should select suitable courses, obtain approval for course equivalency from the Program Coordinator, and receive confirmation for the extension request from your host university.
- If the extension request is accepted and the student participates in the study program for two semesters, any grant support for the second term will not be allocated. Students who did not receive grants can still extend their exchange periods under the same conditions, without grant support.

## d) Finalizing the Exchange Period

### Do I have something I need to do before my Erasmus+ Study Mobility semester ends?

- It is important to make sure to obtain approval from the Program Coordinator for any course changes made during the semester. Courses without approval will not be transferred to OzU.
- The certificate of attendance from the partner university must be completed before the end of the semester.
- It is important to know and keep track of when and to whom your Transcript of Records document will be sent (either our office or you) before the semester ends, as this is crucial for the process of converting your grades to OzU. Once you receive your transcript, it is essential to verify the accuracy of the information and then submit it to our office.

## 3- Erasmus+ Grant Support

### a) Individual Grant Support

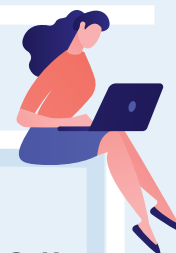


### Can I receive a grant for Erasmus+ study mobility?

- The grant distribution depends on the allocated amount to OzU by the Turkish National Agency and the number of applications received and it is not guaranteed for every student.
- Each student's Erasmus score is calculated based on 50% general GPA + 50% language exam score + any additional score if applicable. These Erasmus scores determine the ranking within the faculty for grant allocation, starting from the student with the highest rank.
- In summary, having a higher CGPA and language exam score increases your chances of qualifying for the grant.

### Where should I apply for the grant support?

Grant support does not require a separate application. Grant allocation is automatically processed for all students eligible as mentioned above.



### What is the amount of grant that I can receive?

Detailed information is available on our website. Due to the limited grant budget allocated to OzU, grant allocation for the entire duration of all study period is not guaranteed. Grants are allocated for a maximum period of 4 months. For example, a student going to Germany may receive 600 EUR per month for up to 4 months; therefore, a maximum total of 2.400 EUR.

### I have received Erasmus+ grant support for study/traineeship mobility before, can I receive the grant support again if I participate in another study mobility program?

Yes, you can. Having received grant support previously does not affect the grant allocation for your recent application.

### When can I receive the grant?

- The grant payment is made in two installments:

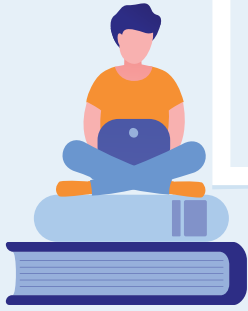
1- Students who complete all necessary documents before starting the exchange period and sign the grant agreement receive 80% of the grant amount.

2- After successfully completing the exchange period, submitting all necessary documents upon return, and passing a minimum of 20 ECTS credits of courses; the remaining 20% of the grant amount is transferred.

### I have been selected as eligible for the program without a grant, can I receive the grant support later on?

If a student who was eligible for the grant cancels their exchange period, the grant is transferred to the first eligible zero-grant student waiting in line within the same faculty. This transfer is only applicable if the exchange period has not yet ended. In such a case, our office informs students via email.





### **Does the Erasmus+ grant cover all my expenses?**

The Erasmus+ grant serves as a contribution to the expenses and costs during the exchange semester. It is advised to have additional financial resources even if the grant support is received.

### **I will not receive a grant, do I still need to complete all of the documents?**

Regardless of grant eligibility, all students need to complete the same documents, and all students, even those who do not receive a grant, are required to sign the grant agreement.

## **b) Travel and Green Travel Grant Support**

### **What is travel grant support?**

Travel grant support is allocated in order to contribute to students' travel expenses.

### **Who can receive a travel grant?**

Students who are eligible to receive an Erasmus+ individual support grant are also automatically allocated a travel grant.

### **How much travel grant can I receive?**

Grant for travel support can be allocated according to the distance from the host university's city. The details can be found in this link.

### **Who can receive the green travel grant?**

It is allocated to students who are eligible to receive an Erasmus+ individual support grant and who make most of their round-trip journey to the partner university by low-emission vehicles within the scope of green travel (train, bus, shared car, etc.).

### How much is the green travel grant?

Green travel grant support is calculated according to the distance of the partner university. The details can be found in this link.

## c) Erasmus+ Inclusion Support and Other Grant Supports

### Is there any financial support apart from the Erasmus+ grant support?

- If students have physical, mental, or health conditions that may prevent them from participating in the Erasmus+ program, they may be eligible for Inclusion Support. To be considered for Inclusion Support, students must inform our office of their circumstances and provide official documentation of their disability or declare the specific needs related to their condition and estimate the amount they expect to spend throughout the exchange period.
- This financial support is available to help cover the costs of any special needs students may have during their participation in the program, such as medication, a medical chaperone, special educational materials, suitable accommodation, travel assistance, and more. If the students are found eligible for the Inclusion Support, they can submit their expenses related to this declaration at the end of their Erasmus+ mobility, and the corresponding Inclusion Support will be provided by our office.
- Participants who are eligible for grant support under the Erasmus+ program but have limited economic and social means, and who meet the specified conditions in the application call, have the option to receive Additional Grant Support. This support is provided in addition to the mobility grant that they are entitled to.
- You can find detailed information on our website.



