All the answers you may need regarding your mobility are available in this document. Please make sure to read the entire document before asking us any questions. The document may be updated over time; therefore, always follow the version on our website whenever you need it.

ERASMUS+ STUDENT MOBILITY FOR STUDIES (SMS)

STEP BY STEP ERASMUS+

Before The Mobility Steps

*Do not upload the same document to ErasmusPort more than once. Each document must be uploaded only once, under its correct title, and in strict accordance with the explanations provided.

1. Prepare your online learning agreement (OLA) on ErasmusPort (make sure you take courses worth at least 30 ECTS credits and no more than 35 ECTS credits at both institutions) and complete the 3 approvals. You do not need to use the website provided by the host institution to prepare your learning agreement. The agreement you prepare via ErasmusPort will already be viewed and approved by the host institution. The process of preparing an online learning agreement is explained in detail on page 5. After the agreement you prepare via ErasmusPort is approved by our coordinator at AYBU through the system electronically, you should write to the host institution that your learning agreement has been sent to them via EWP and ask them to approve it. You do not need to send them any documents. You can follow the approval process from the log records under the OLA tab. There is no need to email us to ask about the approval status or to remind us about our approval. If you need to prepare a paper agreement (very few students need to do this), you should download the template for the "before the mobility" document from our website, fill out this document, complete the signatures, and upload the signed document to ErasmusPort. The rules for preparing OLA/LA are on page 6.

2. Download your learning agreement with **3 approvals** (in the learning agreement tab of ErasmusPort, the EWP status should say: Approved (All Parties)) as a pdf from the system and upload it to the files section of ErasmusPort. Only upload the agreement with the approvals completed. Do not upload the agreement approved only by your coordinator at AYBU.

3. Obtain the acceptance letter from the host institution and upload it to ErasmusPort.

4. Fill in the visa facilitation/grant confirmation letter request form available on our website using a computer, and upload the unsigned, single-page Word document to ErasmusPort. The document templates must be accessed directly from the homepage of our website. Searches made through Google using keywords direct you to outdated templates that are still hosted on the university's servers. Therefore, the current templates should be accessed only through the homepage of our website. https://aybu.edu.tr/dib/

5. Notify us via email (erasmus@aybu.edu.tr) that you have uploaded these 3 documents to the system.

6. Wait for the email from us informing you that you can now generate your visa facilitation/grant confirmation letter through the system. This document also serves as proof that you are an Erasmus+ student. Our office does not issue any other documents for students' visa application processes. In other words, the other documents required during your visa application process are documents that you can prepare/are required to prepare yourself.

7. Once you receive the email, obtain the visa facilitation/grant confirmation letter through the system (https://turnaportal.ua.gov.tr/giris). Make sure to check the visa letter for any errors or incorrect information.

8. Please email this document to erasmus@aybu.edu.tr for stamping. This document is not signed; it is only stamped. Please do not request a signature. Wait for us to email you the stamped document. If you need the original document, you can come to our office during student info hours, which are weekdays 09:30–11:30 and 13:30–16:00. Our office does not provide any other documents related to visa applications other than this one.

9. Apply for your visa using this stamped document and all other documents required by the consulate (you are responsible for preparing these documents yourself). If you need the language proficiency document for the Erasmus+ language exam you took at AYBU, you can obtain it from the AYBU School of Foreign Languages. Our office does not issue this document.

10. When you receive your visa (only the visa of the partner institution's country is valid), upload the following documents to ErasmusPort and notify us via email that you have uploaded them.

- **Health insurance**: It must be valid in the country where the partner institution is located and cover the entire duration of your mobility. Detailed information can be found on page 6.

- **A photocopy of (only) the visa page and the identity information page of your passport**: It must be uploaded to the system as a single pdf file. You cannot carry out studies mobility with a green/gray passport (without a visa). You must obtain a visa. Some countries do not allow visa applications with a green passport (they don't issue visas in a green passport). For this reason, you must thoroughly research the visa application requirements of the country you are going to and, if necessary, apply for a visa with a burgundy passport (even if you have a green passport). If a visa application submitted with a green passport does not result in a visa being stamped in the passport, the student in question will not receive any grant payment until they travel to the country where the partner university is located and obtain their residence permit document/card there. In addition, our university does not offer a grey passport option for students.

- **Euro account details**: Only **granted** students upload this document to the system. A screenshot of the bank page taken via a browser on a computer, showing the account holder's name (i.e., your name), IBAN number, and bank name. Detailed information is provided on page 7.

11. Notify us when you have completed the steps up to this point. After receiving confirmation from us that your documents are complete, prepare your permission petition (with attachments) to submit to your faculty/institute. The template for this petition is available on our website. Send us the petition as a signed **Word** file via email, along with the attachments combined into a single **PDF** file, and ask us if the petition is acceptable. Wait for our "acceptable" response. If you are not in Ankara, you can ask your faculty/institute if you can send your petition to them via email. You cannot submit this petition without obtaining your visa. You cannot begin your mobility without submitting this petition to your faculty/institute and obtaining their official approval. If petitions are submitted to faculties/institutes without first being reviewed by our office, the student who submitted them will be asked to submit the version that has been checked and approved by our office. Any loss of time that may occur during this process is entirely the student's responsibility. Academic units must send the results of the petitions to our office via EBYS. In order for students to sign a grant agreement with us, the faculty/institute must officially inform us that they have approved the mobility. Once we receive this notification over EBYS, the student is called to our office for the grant agreement.

12. Wait for the email from us confirming that the grant agreement is ready.

13. Come to our office at the appropriate time indicated by us in the email and sign your grant agreement (**all students, with or without a grant**). Your grant will be transferred to your account within 30 days of signing the grant agreement. If the student is not in Ankara when their visa is issued, the student completes the first 11 steps. The grant agreement is then sent to the student in Word format via email. The student prints this document, signs it, and sends it to our office address by courier. However, the grant payment process will not be initiated until this wet-signed document reaches us, and the student will not be officially considered an Erasmus+ student until after the grant agreement is signed.

During The Mobility Steps

14. **During the mobility learning agreement**: Students must notify our office via email of any changes in their course lists within 5 weeks after the start of their mobility. Upon receiving this email, our office will reopen your online learning agreement, which you prepared before your mobility via ErasmusPort, so that you can update it through the system. After entering the course changes into the system, you must go through the approval process again. You can track the approval process from the log records under the LA tab. You do not need to write to us to inquire about the approval status. Once the agreement you have prepared via ErasmusPort has been approved by your departmental coordinator at AYBU via the system, you should write to the host institution that the learning agreement has been sent to them via EWP and ask them to approve it. Once the approvals are complete, you must download the fully approved document as a PDF from ErasmusPort and upload it to the files section of ErasmusPort under its own title. Please do not upload a document with missing approvals. These changes must be entered into the system and the approval process must be completed within one week after we open the system for you. If the host institution requests a paper during the mobility learning agreement, please contact us via email. The changes must be made with the knowledge and approval of the Erasmus+ coordinators in both universities. After the changes, in order to avoid any deductions from your remaining grant, the total ECTS credits taken at each institution must still be a minimum of 30 ECTS credits and a maximum of 35 ECTS credits. This rule is also stated in the grant

agreement you signed. Please remember that the course codes, credit numbers, and course titles listed in your learning agreements (before, during, and after the mobility) and on the transcript issued by the host institution must be consistent across all these documents (for example, a course that is not included in your before/during the mobility documents cannot appear on your transcript or in your after the mobility learning agreement). If there will be no changes to the learning agreement prepared before the mobility, there is no need to prepare this document.

After The Mobility Steps

Students return to Türkiye after taking their last exam at the host institution. They do not wait until the end date specified in their acceptance letters to return.

Students who have completed their mobility must upload **scanned** copies of the following documents to ErasmusPort and notify our office **within one month** following the official end date of their mobility, as indicated on their certificate of attendance issued by the host institution. The one-month rule is also stated in the grant agreement you have signed. Our office does not require any wet-signed documents. All documents listed under this heading must be uploaded to the system by each student on time. If you do not upload your documents within this period, your mobility will be considered invalid, and the necessary legal process will be initiated through AYBU Legal Affairs Office for the refund of the grant initially paid to you. The course recognition process will not be initiated until you get our approval that your documents are complete.

15. **Certificate of attendance**: This document indicates the dates during which the student studied at the host university and is issued by the host institution. If the host institution does not have a standard template, students can use our template available on our website. The document must be signed and stamped. It does not need to be wet-signed. **Please ask your host institution to send your certificate of attendance directly to us by email. This document should not be uploaded by you; it will be uploaded to ErasmusPort by our office.**

16. **Transcript**: A scanned copy of the transcript issued by the host university, signed and stamped. Even if a pass/fail course was taken at the host institution, in order to avoid any problems with course recognition at AYBU, a letter grade other than P/F must be obtained for this course and this grade must be recorded on the transcript. You must remind the instructor from whom you took the course about this. **Please ask your host institution to send your transcript of records directly to us by email. This document should not be uploaded by you; it will be uploaded to ErasmusPort by our office.**

17. **Photocopies of passport pages AND border registration document obtained from https://turkiye.gov.tr/**: Photocopies of ALL stamp pages for entry into Türkiye and the country where the other institution is located, **and** exit from Türkiye and the country where the partner institution is located**, AND** border entry & exit document. These two documents must be uploaded to the system as a single PDF file. Non-Turkish students must obtain this document from any provincial/district police department.

18. **Final report:** The European Commission's survey, designed to receive feedback from students about their Erasmus+ activities, is automatically sent to students' email addresses by the European Commission's system at the end of the mobility. Please check all folders, including your spam/junk folder. Students are required to complete the survey. Please do not upload an incomplete survey that remains in the "draft" stage (i.e. a survey with "draft" indicated in the upper-left corner of the PDF document) to ErasmusPort. The completed survey must be uploaded to ErasmusPort in PDF format. AYBU International Relations Office reserves the right to deduct 20% from the remaining 20% grant amount to be paid to students after the mobility if they do not complete the survey.

19. **After the mobility learning agreement**: You must fill out the tables in the "After the mobility learning agreement" document, which you can obtain from our website, sign the document, and obtain the signature of your coordinator at AYBU. The signature of your coordinator at the host institution is not required. **Please remember that the course codes, credit numbers, and course titles listed in your learning agreements (before, during, and after the mobility) and on the transcript issued by the host institution must be consistent across all these documents (for example, a course that is not included in your before/during the mobility documents cannot appear on your transcript or in your after the mobility learning agreement).** To be eligible for the remaining portion of your grant, you must have passed at least 2/3 of the total credits you took at the host institution and completed at least 30 credits at both institutions. In other words, you must have passed at least 20 credits out of a 30-credit course load. If you have not passed at least 2/3 of the total credits you have taken, you will not be eligible for the remaining 20% of your grant. If you have failed all the courses you have taken at the host institution, you will be asked to return the entire grant paid to you before mobility. If you do not make this refund, the situation will be reported to AYBU Legal Affairs Office and legal proceedings will be initiated for refund. Furthermore, if it is determined that you have left the country where the host institution is located for more than 7 days (excluding public holidays), deductions will be made from your remaining grant for

each day you are not in the host country after the 7-day period. If it is determined that you have not taken at least 30 ECTS credits worth of courses in your transcript, AYBU International Relations Office has the right to deduct from your remaining grant. This is also stated in the grant agreement you signed. Your remaining grant will be transferred to your account within 45 days after you get our approval that your documents are complete.

20. **Travel documents:** Please upload all travel documents related to your trip from Türkiye to the country where the host institution is located and your return trip from that country to Türkiye (boarding passes, ticket invoices, bus & train tickets, etc.) in a single PDF file.

21. **Course recognition petition:** Notify us when you have completed the steps up to this point. Once you receive confirmation from us that your documents up to this step are complete, prepare your course recognition petition. The template is available on our website. Send us the petition as a signed **Word** file via email, along with the attachments combined into a single **PDF** file, and ask us if the petition is acceptable. Wait for our approval. Only after we approve your documents as complete, can you submit the course recognition petition to your faculty/institute. Course recognition is not a process carried out by AYBU International Relations Office. Therefore, students must contact their faculty/institute regarding this matter. For the course recognition process to take place, students must have returned to Türkiye and uploaded all documents to ErasmusPort. Your course recognition process will not begin until we approve your documents as complete. The course recognition process may vary depending on the internal procedures of the academic units. Since we do not follow up on the rest of the recognition process after approving the petition and do not request any documents after that stage, students must comply with whatever the academic units request from them (e.g., applying via OBS).

22. **Experience letter & photo:** Uploading these is not mandatory. If you want your documents to be shared on our social media accounts, you must notify us via email after uploading these documents to the system.

Important Information Regarding Your Mobility

Nomination: Nomination is the process through which AYBU International Relations Office officially notifies the host university of the students placed there for exchange. Accordingly, all students - whether granted or zero-grant - are nominated to the university listed first on their preference list (under normal circumstances). Students may be nominated to one of the other universities on their preference list due to reasons such as quota restrictions imposed by partner universities, academic calendar mismatches, or the partner university's nomination process having been completed. For example, if the quota for University A, a student's first choice, is full, the student will be nominated to University B, which is second on their preference list. When a student is nominated to a school, they will not be nominated to the next school on their list unless their nomination is rejected by the former. If a student has included a school on their preference list despite not meeting its application requirements (e.g., not meeting the language requirement or not being able to take at least 30 ECTS credits worth of courses), this is entirely the student's responsibility. Unless the student in question is rejected by the school to which they are nominated, they will not be nominated to the next school on their preference list, and if this rejection occurs after the nomination periods for the other schools on their list have ended, the student loses their right to participate in the mobility. **Students are not nominated to schools outside their preference lists.** Therefore, it is essential to be careful when selecting and ranking universities in one's preference list.

Application: After a student is nominated to a partner university, they must complete the application process for that university following the university's confirmation email. Students are informed about this application process by the host institutions via email (provided, of course, that the host institution accepts the nomination). AYBU International Relations Office does not carry out the application process for students. The application process is the responsibility of the students themselves.

Furthermore, if a student is nominated to a partner university by AYBU International Relations Office in mid-November, for example, and that university's nomination period ends in mid-December, the university in question may not contact the student before the first half of December (as it waits for the nomination process to be completed). In such a case, the student should not panic and should wait for the partner institution's nomination process to end.

It is the responsibility of candidate students to complete the application process on time. The AYBU International Relations Office is not responsible for applying or completing the application on behalf of students.

Application Documents:

Application documents vary depending on the partner universities. Some of them are explained below:

Application Form: This form contains the student's personal information, such as name, surname, address, and telephone number, as well as academic information, such as the academic program, education cycle, and class. It is

first filled out and signed by the students themselves and then sent to our office via email for signature and/or stamp (if applicable). It is not necessary to deliver it to our office in person. For such procedures, it is sufficient to scan the document signed by you and send it to us via email. Please do not send this document to us for signature/stamp before signing it yourself. If both the departmental and institutional coordinator are authorized to sign the form, you do not need to send this document to us for a signature. It is sufficient for your departmental coordinator to sign the document.

This form may ask students to provide some information about the sending institution (AYBU). This information includes:

- **Sending Institution:** ANKARA YILDIRIM BEYAZIT UNIVERSITY
- **AYBU Erasmus+ Code:** TR ANKARA15
- **International Relations/Erasmus+ Institutional Coordinator:** Dr. B. Burak SOYER (bbsoyer@aybu.edu.tr; +903129061344)
- **Erasmus+ Departmental Coordinator:** The list of coordinators is available on AYBU International Relations Office website under the Erasmus+ tab.
- **Discipline/Department/Academic Field/Study Field Code:** You must enter the 4-digit ISCED code for your academic field in this section. The ISCED code list is available on AYBU International Relations Office website under the Erasmus+ tab.
- **Current Year/Semester of Study:** This is your current class/semester information.

Accommodation Form: Some universities offer students accommodation on or off campus and require students to apply for it. For this information, the official websites of partner universities should be consulted and/or ESN AYBU (AYBU Erasmus+ Student Network) and/or, if available, the ESN clubs of the cities/countries where the partner universities are located should be contacted. The information files (factsheets) of our partner schools, available under the Erasmus+ tab on our website, should also be reviewed. Neither AYBU International Relations Office nor the partner universities are obligated to provide accommodation for students.

Passport: Students may be asked to provide their passport information during the application process. Students participating in the Erasmus+ exchange program can obtain a passport free of charge. Detailed information on this can be found at https://randevu.nvi.gov.tr and on the website of the AYBU Student Affairs Office. Applications for fee-exempt passports are made to the AYBU Student Affairs Office. Students must obtain a visa even if they have a green passport. A green passport is a passport that should be used for tourist purposes and only allows you to stay in an Erasmus+ program country for a maximum of 3 months per year. Since studies mobility lasts more than 3 months, a visa is required.

Curriculum Vitae: Students may be asked to submit a CV. Students can prepare their CVs using the Europass CV format.

Transcript: Students may be asked to provide their current transcripts. Please do not send a document prepared in Turkish to the host institution. You can obtain this document and, if necessary, the signature/stamp on this document from our student affairs office.

Letter of Intent: Some universities may request a letter of intent from students to learn why they are participating in the Erasmus+ program and why they have chosen that particular university. Therefore, students may need to write a short letter of intent explaining their reasons.

Language Proficiency Certificate: Partner universities may request a certificate proving students' language proficiency. Students can obtain a certificate showing their Erasmus+ English language exam results by contacting AYBU School of Foreign Languages. AYBU International Relations Office does not issue language proficiency certificates.

Learning Agreement (LA/OLA): The Learning Agreement is one of the most important documents of Erasmus+ student mobility for studies program. As it is an academic document, the learning agreement is prepared by the student under the guidance of the Erasmus+ coordinator of their department at AYBU. It is mandatory to match courses under the guidance of the departmental coordinator (to avoid problems with course recognition afterwards). Our office does not have a signature section on this document. Students can find the names and contact information of departmental coordinators in the coordinator list under Erasmus+ tab on AYBU International Relations Office website.

During the Erasmus+ period covering 2021-2027, universities will generally request an Online Learning Agreement (OLA). Information regarding OLA is provided below:

The Online Learning Agreement is prepared using the ErasmusPort system under the Erasmus+ Without Paper (EWP) initiative. Incoming and outgoing Erasmus+ students can easily and quickly prepare their online learning agreements using the ErasmusPort system and complete the approval process through the system.

After logging into the system at https://app.erasmus.aybu.edu.tr/, students can select the "learning agreement" tab, enter their planned mobility dates (according to the host institution's academic calendar or the dates in the acceptance

letter), select a coordinator, and begin preparing their learning agreements. Our students should only start preparing their learning agreement via ErasmusPort once the host institutions have contacted them, as you will need certain information provided by the host institution to prepare this document. The person who contacts you from the host institution is usually the contact person, i.e., the person who will approve your learning agreement at the host institution. When you first click on the learning agreement tab, you will be asked to enter the information of the person who will approve your learning agreement at the host institution in the "contact person" section of the window that opens. The semester you select when entering courses is the semester in which you will carry out your mobility. After all matched courses have been entered into the system, click on the "complete" section, and the learning agreement will be submitted for approval by the departmental coordinator selected by the student via the system. After the departmental coordinator approves it via the system, it is sent to our office automatically by the system for approval. The agreement, which is approved by our office, is then sent to the partner institution for approval via the system. Even if the partner institution only requests a paper-based/physical learning agreement, our office requests an online learning agreement to be prepared via the ErasmusPort system.

If the partner institution rejects your learning agreement electronically for any reason, the agreement is automatically reopened for the student to revise and update. You can watch the following informative videos about the process of preparing and approving an online learning agreement through the ErasmusPort system and share them with your departmental coordinator for informational purposes.

- https://www.youtube.com/watch?v=DEm0d480JPU (Student tutorial video)

- https://www.youtube.com/watch?v=kHpyWILjkwc (Coordinator tutorial video)

Some universities may not have completed their transition to the digital Erasmus+ (EWP) process yet. For this and similar reasons, they may request a paper-based learning agreement from you. In this case, you should download the learning agreement template for studies mobility (SMS) from our website (before the mobility template), fill in the required sections electronically and then proceed to the signature process. How to fill out these sections was explained during our orientation meeting. Please watch the recording of the meeting if necessary.

LA/OLA Preparation Rules

- The partner university's course catalog should be reviewed. Universities publish their course catalogs on their websites or send them to prospective students via email.

- Students should consult with their departmental Erasmus+ coordinators when selecting courses and should not prepare a learning agreement without their guidance/approval. Before selecting a coordinator from the list that appears when students click on the OLA tab, they must obtain the coordinator’s approval.

- The total credits of the courses a student will take at AYBU and the partner university in one semester should be between 30-35 ECTS/AKTS at both universities.

- The number of courses taken at AYBU and their individual and total AKTS values may differ from the number of courses taken at the partner university and their individual and total ECTS values. For example, a student can match 6 courses worth 30 AKTS from AYBU with 7 courses worth 35 ECTS from the partner university in the learning agreement. In other words, they can match 1 course at AYBU with 2/3 courses at the partner institution or vice versa.

- The content of courses at AYBU and the partner institution does not have to match exactly.

- Students can take elective/compulsory courses from lower/upper classes, different departments, and academic units with the knowledge and approval of the departmental Erasmus+ coordinators.

- Graduate students who are in the course/thesis period must also take courses worth 30-35 ECTS/AKTS credits at the partner institution and AYBU. If the host institution assigns an academic to advise the student on their thesis (this practice is not available at every institution), our students in the thesis period can carry out data collection, literature review, etc. as part of their thesis work at the host institution. However, this must have an ECTS/AKTS equivalent (30-35 ECTS/AKTS), and this equivalent must be specified in the learning agreement before the mobility and approved by the institutions. It is mandatory to obtain a letter grade for the courses taken at the partner institution as part of the thesis work and to have this grade recorded on the transcript.

- If our students have included a partner institution in their preference list without reviewing that institution's course catalog, any resulting loss of rights is entirely the responsibility of the students.

- Applications from students who have completed/will complete the following AKTS credits at AYBU before the mobility period (fall/spring) specified in our application call will be rejected:

    - Students in 4-year undergraduate programs: 240 ECTS
    - Students in 5-year undergraduate programs: 300 ECTS
    - Students in 6-year undergraduate programs: 360 ECTS
    - Doctoral program students: 240 ECTS
    - Students admitted to doctoral programs with a bachelor's degree: 300 ECTS
    - Students in thesis-based master's programs: 120 ECTS
    - Students in non-thesis master's programs: 60 ECTS

Health Insurance: Erasmus+ student mobility for studies participants must obtain travel health insurance covering the entire duration of their mobility and valid in the country where the partner institution is located before starting their mobilities. This insurance policy may be requested during the application process to the partner university or during the visa application process. Even if it is not requested at these stages, students must still obtain insurance in order to sign the Erasmus+ grant agreement. However, if the insurance policy is not required during the application to the partner university or for the visa, it is recommended that students wait for the visa result before purchasing the insurance policy.

Travel health insurance may be sufficient for obtaining a visa but may not cover emergencies that may occur during the mobility period. Therefore, the insurance must cover inpatient and outpatient treatment and must indicate the student's reason for being in that country, state that they are an exchange student, and include the exact dates of their mobility.

AT-11 Form: Students who need this form can download the petition template from our website, fill it out on their computer, and email the signed petition to us in Word format. The official process for preparing the document takes one week. Please make sure to check whether this document (AT-11) is valid in the country where the partner university is located.

Letter of Invitation: After the student completes the host institution's application process, the documents submitted by the student are evaluated by the partner university. Students who receive a positive outcome from the evaluation process are sent an invitation/acceptance letter by the partner university via email.

Visa Application: Students carry out the visa application process themselves. AYBU International Relations Office does not get involved in students' visa procedures. AYBU International Relations Office is not responsible for applying for visas on behalf of students, being informed about the documents required for visa applications, or preparing these documents.

Euro Account Information: Students with granted status must open a Euro account in their own name at a bank that has a branch in Türkiye so that the grant can be transferred to them. Although not mandatory, it is recommended that this account be opened at the Central Branch of Türkiye Halk Bankası to avoid deductions during money transfers. AYBU International Relations Office is not responsible for any deductions that may occur when transferring money to accounts held at other branches or banks. Students may open a joint account with a trusted person. In this way, in case of an emergency, this person can withdraw the grant from the account and send it to the student.

Erasmus+ Grant Agreement: The grant agreement, one of the most important documents in the Erasmus+ student mobility for studies process, is the final step before the mobility begins. Zero-grant students must also sign this agreement before starting their mobility. A wet signature is required on this document. The grant agreement is signed by the student and the AYBU International Relations/Erasmus+ Institutional Coordinator.

Within 30 days of signing the agreement, 80% of the total grant calculated over 4 months is transferred to the student's account. Even if the mobility period stated in the student's invitation letter exceeds 4 months, the initial calculation is made based on 4 months, and 80% of that amount is paid to the student. The remaining 20% of the grant is recalculated on a day-to-day basis at the end of the mobility, based on the student's academic performance, the dates on the certificate of attendance, and the entry/exit dates in their passport, using the shortest date range. This remaining amount is transferred to the student's account within 45 days following the submission of all after-the-mobility documents.

If an extra amount was paid to the student before the mobility period, it will be requested back from the student at the end of the mobility. No payment will be made to the student, and the student's status will not be updated in the ÖİDB information system until this document is signed.

AYBU Course Registration: Outgoing students do not register for courses at AYBU during the relevant semester; however, if the visa process is prolonged, in order to avoid the risk of visa rejection and losing a semester, students may register for courses at AYBU on the condition that they later drop the courses they registered for at AYBU after receiving a positive result for their visa application. After the visa process is finalized positively, it is mandatory to drop the courses taken at AYBU, because students cannot register for courses at both AYBU and the partner university at the same time; therefore, to avoid any issues when dropping the courses, students are advised to consult their faculty/institute and obtain approval. In addition, if a student is already paying a tuition fee to AYBU, they are required to continue paying this fee to AYBU for the semester during which they are abroad under Erasmus+.

KYK Permit (departure/return): Students who need this document should download the appropriate KYK permit petition template from our website, fill it out on their computer, and send the signed Word file as an email attachment to us. The official process for preparing the document takes one week.

Studentship Certificate: This certificate is issued AYBU Student Affairs Office. Our office does not issue this certificate. Please make sure to provide the English version of this certificate to the host institution.

Extending Erasmus+ Mobility: Students who wish to extend their Erasmus+ mobility period (zero-grant) must inform the partner university, AYBU International Relations Office, and the AYBU Erasmus+ departmental coordinator and obtain approval from all relevant parties. Extension requests are evaluated based on the availability of quotas at the partner university, the end date of the project under which the student is participating, and the student's academic performance (2/3). Students must submit their extension requests to the relevant individuals and units at least one month before the end of their current mobility period. First, the student must submit a petition requesting an extension of their mobility period to their own academic unit. If the academic unit finds the request appropriate, they must send the duly signed version of the "Academic Unit Approval for Mobility Extension" form, available on our website, to erasmus@aybu.edu.tr via email. Our office will assess whether the above-mentioned conditions have been met and issue a positive or negative decision on the extension request. If the extension request is approved, the student is required to prepare all the documents originally submitted before the first period of mobility again for the extended period. Extension requests from students whose conduct during the first period of mobility could be considered detrimental to the reputation of our university and/or who have acted in violation of Erasmus+ rules will not be approved.

Returning Before the Mobility is Completed: If students return to Türkiye or leave the host country before completing their mobility period (i.e., before taking their exams), they will be required to return the grant paid to them prior to their mobility. However, if the student returns due to force majeure (natural disaster, terrorism, pandemic, death of a first-degree relative, etc.), the grant will be recalculated based on the actual days of mobility, and any excess amount previously paid will be requested back.

Returning to AYBU: If your Erasmus+ mobility will end after the new semester begins at AYBU, you must inform your faculty/institute of this situation and obtain their approval. After your mobility ends and you return to Türkiye, you must contact AYBU Student Affairs Office and/or the student affairs authorities at your faculty/institute in order to register for courses in the new semester and reactivate your student status. If you return after the new semester has already started at AYBU, you will be responsible for any absences you have accumulated.

Travel Support: In order to contribute to students' travel expenses, the distance between the starting point (city) and the location of the mobility (city) is determined using the distance calculator provided by the European Commission (https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator), and the travel grant is calculated using the table below. The grant amount corresponding to the kilometers calculated in the distance calculator is the round-trip amount, and this amount is not multiplied by two.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10 to 99 KM	28	56
100 to 499 km	211	285
500 to 1999 km	309	417
Between 2000 and 2999 KM	395	535
3,000 to 3,999 km	580	785
4,000 to 7,999 km	1188	1188
8,000 km or more	1735	1735

Students who choose green travel, meaning they use transportation methods other than air travel for both their outbound journey to the host country and their return after the mobility, may be eligible for an individual travel grant support for up to 6 travel days. To qualify for green travel support, green travel must be used for both the outbound

and return journeys, and more than half of the entire trip must be completed using green transportation. This support applies only to travel between Ankara and the city where the host institution is located. The journey must follow the shortest route between the two cities and must exceed half of the total distance in kilometers.

The travel grant is calculated when the grant agreement is signed, and 80% of the amount is paid to granted students before the mobility. After the mobility, once supporting documents (boarding passes, ticket invoices, etc.) are reviewed, the remaining 20% of the travel grant is transferred to the students' accounts.