



## **ERASMUS+ STUDENT MOBILITY FOR PLACEMENT/TRAINEESHIP (SMP/SMT) STEP BY STEP DOCUMENT FOR OUTGOING STUDENTS**

### **BEFORE THE MOBILITY**

1. After the final list of participants has been published on the web page of our office, the selected students participate in the orientation meeting where detailed information about the process is given. It should not be forgotten that the meeting recording, meeting presentation and additional documents shared in the link <https://aybu.edu.tr/dib/tr/sayfa/2691/%C3%96%C4%9Frenci-Belgeleri-%2F-Student-Documents> after the meeting are the first reference source to be resorted to when needed in the process.
2. Students who do not have a passport yet apply for their passport. Detailed information can be found at <https://randevu.nvi.gov.tr/> and AYBÜ Registrar's Office web page (<https://aybu.edu.tr/oidb/tr/page/715/Forms>) for a passport without fees application and necessary documents .
3. Students who wish to make changes in their traineeship date and/or place of traineeship (country, city, institution / organization, etc.) need to upload their new signed and scanned letter of acceptance attached to a change petition (combined into a single pdf document) to Erasmus Port and afterwards, inform us about the change via our e-mail address [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr).
4. After the traineeship place and dates are clear, the Learning Agreement - LA (Before the Mobility) document must be prepared. The sample LA document can be benefitted from while filling this document. While preparing this document, regarding the recognition of the traineeship mobility / recognition of the traineeship in the form of ECTS credits, students must contact their Erasmus + Department Coordinator / Deputy Department Coordinator. The current list of coordinators can be accessed at <https://aybu.edu.tr/dib/tr/sayfa/2688/Erasmus-Koordinat%C3%B6r-Listesi>. After this document is filled in completely (before obtaining signatures), it is sent to us via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr) to be checked. Once it is approved, students print it out, sign it and then send its scanned version to their Erasmus + Department Coordinator / Deputy Department Coordinator via e-mail to be signed. This document signed by the Erasmus + Department Coordinator / Erasmus + Deputy Department Coordinator, is finally sent via e-mail to the host institution / organization where the traineeship will take place and their signature is obtained.

5. After obtaining signatures from Department Erasmus + Coordinator / Deputy Department Coordinator and the host institution, the students must send this signed document to us in order to receive a visa facilitation document from us (in case a student needs to apply for a visa). This document is prepared by our office in Turkish and/or English within 7 days and sent to our students electronically. We can also provide a hard copy upon request. A scanned copy of this document has to be uploaded to Erasmus Port by the students themselves.
6. After obtaining the visa facilitation document, the students book a visa appointment. Before the appointment, the students must make sure that they have prepared all the requested visa documents (the documents stated on the webpage of the host country's consulate). Visa processes are entirely under the responsibility of our students and our office cannot be held responsible for a student's failing to obtain a visa or a student's expenses made during the visa process.
7. The students must take out a medical health insurance with a minimum coverage of 30,000 Euros (€) (including personal liability coverage). Personal liability coverage means that if a student damages any equipment in the host institution / organization, this coverage will cover the damage. A scanned copy of the insurance policy has to be uploaded to Erasmus Port by the students themselves.
8. The students must open a Euro account under their own name or a joint Euro account at Halk Bank Ankara Central Branch (<https://goo.gl/maps/wu2MV9SggtBz4SgM8>). Students can also open an account at another bank branch that they think they can use more easily abroad. However, in this case, there may be a transfer cost determined by the relevant bank. A scanned copy of the bank account passbook has to be uploaded to Erasmus Port by the students themselves.
9. The students upload a scanned copy of their insurance policy, their Euro account receipt / passbook (the receipt / book should include student's name, last name, bank name, branch name, bank account number and IBAN number), their passport ID page and their visa to Erasmus Port and finally inform us via our e-mail address [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr) so that we can prepare their grant agreement.
10. The uploaded documents are checked by our office and the grant agreement (two copies) is prepared within a maximum of 5 working days.
11. After the grant agreement is prepared, it is sent to the student via e-mail and the student is asked to print out two separate copies, sign at the bottom of each page, sign the last page and bring the signed copies to us in person or send them to us by mail.
12. If the grant agreement will be sent to us by mail, the shipping fee has to be covered by the student and the mail should be addressed to: Alıcı: Sn. Gizem AKBAŞ Ankara Yıldırım Beyazıt Üniversitesi, Dış İlişkiler Koordinatörlüğü, Etlik Milli İrade Binası, B-Blok, Kat:8, Ayvalı Mah. Gazze Cad. No:7 Etlik, Keçiören-Ankara.) A scanned copy of the final/signed grant agreement should be uploaded to Erasmus Port by the students themselves.
13. If requested by our students, it is possible to define the OLS language exam and course to the e-mail addresses used by our students during their application through the online system of the European Commission. If the request is sent by e-mail to [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr), the necessary guidance will be shared by us.

14. If a student wishes to do so, they can follow an interactive online OLS language course at their own pace and hence improve their language skills.
15. 80% of the student's total grant is paid to the student within one month following the signing of the grant agreement. A student needs to carefully plan the dates of their mobility so that the grant can be paid before mobility.

## DURING THE MOBILITY

1. On the first day of traineeship at the host institution / organization, students must have the "Erasmus+ Programme Student Mobility for Placement (SMP) Confirmation of Student's Arrival" document signed by the authorized / relevant person at the host institution / organization and upload a scanned copy of the signed document to Erasmus Port and inform us via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr). This document is a proof of the date a student starts their traineeship at the host institution / organization and if this document is not issued, a deduction may be made in the grant payment. Therefore, students are advised to send this signed document to us within the relevant period.
2. In case students wish to make a change to their Learning Agreement-LA (Before the Mobility) document, they must contact us (AYBÜ International Relations Office) via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr), their Erasmus + Department Coordinator / Deputy Department Coordinator (via e-mail) and the authorized / relevant person at the host institution / organization. Then, a Learning Agreement-LA (During the Mobility) document should be prepared, and it should be signed by all the relevant people. After all the signatures are obtained, a scanned copy of the document should be **both** uploaded to Erasmus Port **and** sent to us via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr).

## AFTER THE MOBILITY

1. At the end of the traineeship, the Learning Agreement-LA (After the Mobility) document has to be prepared. Students prepare the Learning Agreement - LA (After the Mobility) document at the host institution / organization in the last week of their traineeship. Students sign the document first. Then, they have the relevant / authorized person at the host institution / organization sign it. Lastly, their Erasmus + Department Coordinator / Deputy Department Coordinator at AYBU signs it. Finally, the students upload the signed learning agreement (in addition to the documents below) to Erasmus Port and inform us via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr).
2. Students must prepare their certificate of attendance (showing the start and termination dates of the traineeship of the student) and have it signed and stamped by the relevant / authorized person at the host institution / organization. Since students will submit the certificate with the wet signature to our office after returning to Turkey, students are advised to have a few copies.
3. Students are required to have the "Erasmus+ Programme Student Mobility for Placement (SMP) Confirmation of Student's Departure" document signed by the authorized / relevant person at the host institution / organization on the last day of their traineeship. Then, the signed document should be uploaded to Erasmus Port and finally the original document must be submitted to us upon arrival in Turkey. This document is a proof of the date a student ends their traineeship at the host institution / organization.

4. At the end of the traineeship, students are required to complete the evaluation questionnaire that will be sent to the student's e-mail address (the one used for the application) via the online system of the European Commission. The students are obliged to complete the questionnaire within the specified period. If it is not completed, the student's grant will be deducted. So please complete this questionnaire within the indicated time period.
5. After completion of the mobility, our students prepare an Erasmus+ experience letter summarizing the internship process and upload a souvenir photo showing the internship process to Erasmus Port. At this point, this link <https://aybu.edu.tr/dib/tr/sayfa/5247/Erasmus-Staj-Hareketlili%C4%9Fi-%C3%96%C4%9Frence-Deneyimleri> can be examined for past examples.
6. Students are required to upload the scanned copies of their certificate of attendance, learning agreement (before, during, after), arrival and departure documents and the copies of passport entry-exit pages to Erasmus Port and inform us via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr) within a month at the latest following the end of their traineeship activities.
7. The remaining 20% of a student's total grant is deposited into the student's bank account within 30 days after the students upload the aforementioned documents to Erasmus Port, complete the evaluation questionnaire and finally inform us via [erasmus@ybu.edu.tr](mailto:erasmus@ybu.edu.tr).