



# Erasmus+ ORIENTATION Programme

For  
Outgoing Study  
Mobility



## Table of Contents

- How Does the Erasmus + Program Work?
- Step by Step Erasmus + Study Mobility
- Documents Required Before Mobility
- Payment Process
- During Mobility
- After Mobility
- Matters Needing Particular Attention

# ISTANBUL AYDIN UNIVERSITY ONLINE APPOINTMENT SYSTEM

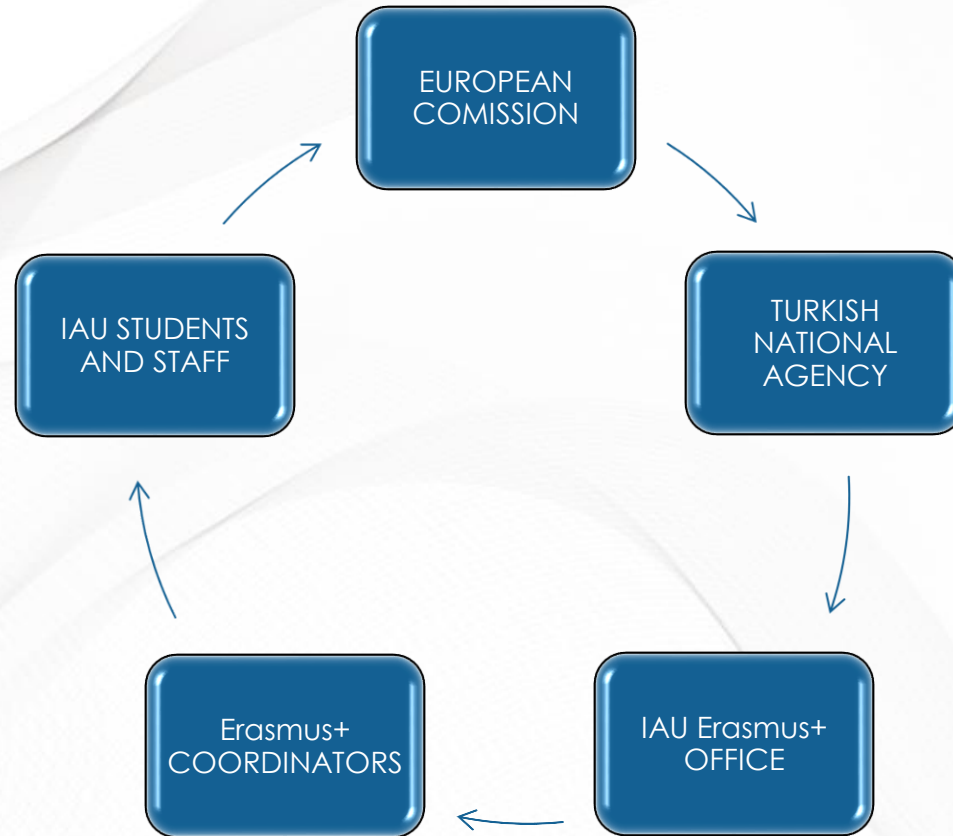
Closed  
because of the  
pandemic



Can be used  
for inquiries

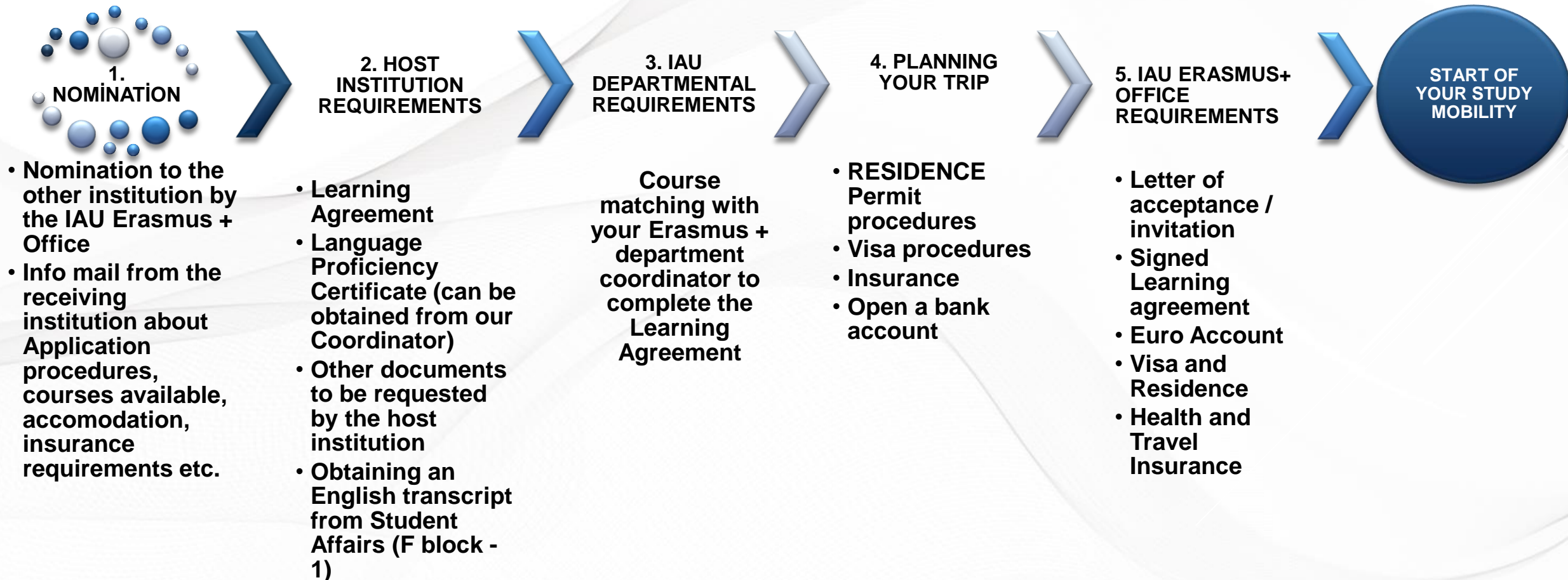


# How Does the Erasmus + Program Work?





# Step by Step Erasmus + Study Mobility



# THINGS TO DO DURING THE ERASMUS+ STUDY MOBILITY

## BEFORE THE MOBILITY

**\*Partner University's application procedure.**

**1- Learning Agreement – Approval form (Just for the Institute),**

**2- Special Forms for the Institute Students**

**3- Acceptance Letter**

**4- Visa Letter**

**5-Financial Contract**

**6- OLS Exam**

## DURING THE MOBILITY

**1 –Duration(Confirmation of arrival section),**

**2- Student Information Form,**

**3. Learning Changes (If necessary)**

**4. Extension form (If necessary)**

**5- OLS Course**

## AFTER THE MOBILITY

**1- (If necessary) Failed Courses Form,**

**2- Duration Sheet (Confirmation of departure section),**

**3- Transcript, Recognition outcomes**

**4- Passport,**

**5- Final Report,**

**6- OLS Exam**

# DOCUMENTS NEEDED BEFORE THE MOBILITY

- 1- LEARNING AGREEMENT – APPROVAL FORM
- 2- ACCEPTANCE LETTER
- 3- SPECIAL FORMS FOR THE INSTITUTE STUDENTS
- 4- VISA LETTER
- 5-FINANCIAL CONTRACT
- 6- OLS EXAM





## Documents Needed Before The Mobility- Learning Agreement

Please check the course catalog on the website of the host university for the courses you can take after your nomination is made. If necessary, contact the Erasmus coordinator of the other institution for the most up-to-date course list possible.

You must have collected the necessary information about the courses at the host institution in order to submit it to your Erasmus Department Coordinator at IAU. Do not forget that details such as which language the courses will be taught in, how many ECTS (ECTS / credits) they correspond to, are also important.

Please consult your Erasmus + department coordinator during the course selection and matching phase and in the preparation of the Learning Agreement.

In order to match your courses at IAU, you need to take 30 ECTS courses for one semester at the host institution.

The format of the learning agreement can be found at this link: <https://www.aydin.edu.tr/en-us/international/erasmus/outgoing-students/Pages/DOCUMENTS-FOR-OUTGOING.aspx>



Higher Education Learning Agreement for Studies  
Student's name

Student's Name & Surname

ID and Education Info

IAU Info

Partner University Info

Courses of Partner University

IAU Courses

IAU and Partner University Signature Section

Student	Last name (s)	First name (s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Academic year	Study cycle <sup>2</sup>	Subject area, Code <sup>3</sup>
Sending Institution	Name	Faculty	Erasmus code <sup>4</sup> (if applicable)	Department	Address	Country, Country code <sup>5</sup>	Contact person name <sup>6</sup>	Contact person e-mail / phone
	Istanbul Aydın University		TR ISTANBU 25		Besyo, İnönü Cd. No:38, 34295 Küçükçekmece/İstanbul	TR		
Receiving Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone

**Study Programme at Receiving Institution**  
Planned period of the mobility: from [month/year] ..... to [month/year] .....

Table A Before the mobility	Component <sup>7</sup> code (if any)	Component title (as indicated in the course catalogue <sup>8</sup> ) at the receiving institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) <sup>9</sup> to be awarded by the receiving institution upon successful completion
1				
2				
3				
4				
5				
6				
7				
Total				

Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to the relevant information]

The level of language competence in \_\_\_\_\_ [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:  
A1  A2  B1  B2  C1  C2  Native speaker

**Recognition at Sending Institution**

Table B Before the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
1				
2				
3				
4				
5				
6				
7				
Total				

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in Partner Countries). The sending institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table C. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Commitment	Name	Function	Phone number	Email	Date	Signature
Student		Student				
Responsible person <sup>10</sup> at the Sending Institution (IAU)		Erasmus+ Departmental Coordinator				
Responsible person <sup>11</sup> at the Sending Institution (IAU)	PINAR ELBASAN	Erasmus+ Institutional Coordinator	4441428/12820	pinarelbasan@aydin.edu.tr		
Responsible person at the Receiving Institution						

Students should fill out this form after finding their courses from partner university and consulting with their Erasmus+ departmental coordinator

**LEARNING AGREEMENT GENERAL**

# LEARNING AGREEMENT CODES

Study cycle <sup>2</sup>	Subject area, Code <sup>3</sup>

Study Level

Study Code

You can find the codes at the page of the learning agreement.

Study Code

You can find the link at the last page of the learning agreement.

Aşağıdaki linke girerek sağdaki kod bulunmalı

[http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

## ISCED-F 2013 Search Tool

Help

Find a code:

busi

0410: Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340)

0419: Business and administration, not elsewhere classified (04.9 - 349)

0488: Business, administration and law, interdisciplinary programmes

Clear selected codes

**Study Programme at Receiving Institution**  
Planned period of the mobility: from [month/year] ..... to [month/year] .....

Table A Before the mobility	Component <sup>7</sup> code (if any)	Component title (as indicated in the course catalogue <sup>8</sup> ) at the receiving institution	Semester [e.g. autumn / spring/ term]	Number of ECTS credits (or equivalent) <sup>9</sup> to be awarded by the receiving institution upon successful completion
1				
2				
4				
6				
				Total

Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to ..... information]

The level of language competence in \_\_\_\_\_ [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:  
A1  A2  B1  B2  C1  C2  Native speaker

**Course Number**

**Course Code**

**Course Name**

**ECTS of the Courses**

**Total ECTS**

**Students' Language Proficiency**

**You need to fill out the sending institution part of the form in the same way**

**You can get at least 29 maximum 31 ECTS**

**RECEIVING AND SENDING SECTION**



# LEARNING AGREEMENT SIGNATURE SECTION

Commitment	Name	Function	Phone number	Email	Date	Signature
Student		<i>Student</i>				
Responsible person <sup>10</sup> at the Sending Institution (IAU)		<i>Erasmus+ Departmental Coordinator</i>				
Responsible person <sup>11</sup> at the Sending Institution (IAU)	PINAR ELBASAN	<i>Erasmus+ Institutional Coordinator</i>	4441428/ 12820	<a href="mailto:pinarelbasan@aydin.edu.tr">pinarelbasan@aydin.edu.tr</a>		
Responsible person at the Receiving Institution						

Student's Signature and Date

Erasmus+ Departmental Coordinator signature and date

Erasmus+ Institutional Coordinator's signature and date

Partner University

# MASTER & PHD LEVEL APPROVAL FORM

## KREDİ VE DERS EŞDEĞERLİĞİ TANINMA FORMU APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

AKADEMİK YIL/ACADEMIC YEAR: 2015 - 2016

ENSTİTÜ/INSTITUTE:

BÖLÜM/DEPARTMENT:

Öğrenci Ad Soyad /Student's Name: Gönderen Kurum/Sending Institution: **Istanbul Aydın University** Ülke/Country: **Turkey**

Alici Kurum/ Receiving Institution: Ülke/Country:

ALICI KURUM/RECEIVING INSTITUTION İSTANBUL AYDIN ÜNİVERSİTESİ/ISTANBUL AYDIN UNIVERSITY

Öğrenci alıcı kurumda öğrenim/staj boyunca aşağıdaki dersleri alacaktır. /During the student's study at Receiving Institution, the student will attend the following courses/training: Öğrenim sonrası aşağıdaki dersler İstanbul Aydın Üniversitesi tarafından tanınacaktır. /Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:

Ders Kodu Course Unit Code	Dersin Adı - Title of the Course Unit	AKTS ECTS	Ders Kodu Course Unit Code	Dersin adı - Title of the Course Unit	AKTS ECTS

Thesis Code

Thesis Name

ECTS

Tarih/Date: .....

Students signature and date

Üniversitemiz tarafından yukarıda önerilen ders/stajın tanınacağını onaylıyoruz. /We confirm that this proposed course/study/training is approved.  
Sadece İAU Koordinatörler/Only IAU Coordinators

Name and Signature of the Thesis/Project Adviser – Tez/Proje Danışmanı* Ad Soyad imza:	Name and Signature of the Head of Department- Anabilim Dalı Başkanı Ad Soyad İmza:	Name and Signature of the Erasmus+ Departmental Coordinator – Erasmus+ Bölüm Koordinatörü Ad Soyadı İmza:	Name and Signature of the Director/Vice Director of the Institute– Enstitü Müdür/Müdür Yardımcısı Ad Soyad İmza:	Name and Signature of the Erasmus+ Institutional Coordinator – Erasmus+ Kurum Koordinatörü Ad Soyad İmza:
Date – Tarih:.....	Date – Tarih:.....	Date – Tarih:.....	Date – Tarih:.....	Date – Tarih:.....

Academic and Administrative signatures



# ACCEPTANCE LETTER



Hochschule Aschaffenburg • Würzburger Straße 45 • D-63743 Aschaffenburg

To whom it may concern

**International Office**

Incoming coordinator  
Nora Seiterle  
Tel: 06021 – 4206 - 850

E-Mail: international-office@h-ab.de

Aschaffenburg, 30 Jul. 13

## Letter of Acceptance

Name	
Date of birth	03.01.1994
Place of birth	Istanbul, Turkei

We hereby confirm that the above mentioned student is accepted as an exchange student within the framework of LLP ERASMUS the University of Applied Sciences Aschaffenburg for the winter term 2013/2014 (September 2013 – February 2014)

If you have any further question please don't hesitate to contact us.

With kind regards,

Hochschule für angewandte Wissenschaften  
 Fachhochschule Aschaffenburg  
 Würzburger Str. 45  
 63743 Aschaffenburg  
 i.A. Nora Seiterle  
 International Office

**Dd/mm/yyyy format for your mobility period is a requirement when applying for an Erasmus+ Study visa**  
**\*the period should include the finals as well**



# Visa Letter

You will get it from our office.

In order to receive this letter, you must notify us by sending your Acceptance Letter / Invitation Letter, approved LA and your visa appointment to [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr).

The time required for the document to be ready is normally a **maximum of 5 working days..**

Evrak Tarih ve Sayısı: [REDACTED]



REPUBLIC OF TURKEY  
ISTANBUL AYDIN UNIVERSITY RECTORATE  
International Relations Directorate  
Erasmus + Office



Number : [REDACTED]  
Subject : For Visa Application ([REDACTED])

03/02/2016

## CONSULATE GENERAL GERMANY IN ISTANBUL

This is to certify that [REDACTED] who was born in Mus on 03.01.1994 is a student of Istanbul Aydın University in the Faculty Of Economics And Administrative Sciences, Department of Business Management (English). Mrs. Turut will study from September 1, 2013 till February 28, 2014 at the Hochschule Aschaffenburg – University of Applied Sciences, Germany as Erasmus student under the framework of European Commission's LLP/Erasmus Program.

[REDACTED] will not pay any tuition fees to the host institution and will receive 2125 (Two Thousand One Hundred Twenty Five) Euro total grant to cover his fundamental living expenses. This EU Grant will be paid to the student by the Center for European Union Education and Youth Programs (Turkish National Agency) via Istanbul Aydın University.

We would appreciate if you would provide the necessary assistance to [REDACTED] on his visa process.

With our thanks and kindest regards.

Prof.Dr.Yadigar İZMİRLİ  
Rector

02/02/2016 Specialist  
02/02/2016 Coordinator  
02/02/2016 Director.

Serkan SAPMAZTÜRK  
İsmail Can TEMİZEL  
Pınar ELBASAN  
Prof.Dr. Zafer ASLAN

**Students are responsible for the visa process**

To Verify Documents : <https://ebys.aydin.edu.tr/en/Vision/Dogrula/>

Address:Beşyol Mah. İnönü Cad. No:38 Sefaköy , 34295 Küçükçekmece / İSTANBUL

Phone:444 1 428  
Web:<http://www.aydin.edu.tr/>

For Information: İsmail Can TEMİZEL  
Title: Specialist





## Health and Travel Insurance

- Istanbul Aydın University /Turkish National Agency or the host university you will go to are not responsible for the expenses that may arise in case of any accident, illness, etc. you may encounter during your Erasmus mobility.
- You must have a comprehensive travel and health insurance.
- Your travel and health insurance policy should be arranged to cover the date range you will be abroad.
- The Policy coverage should be a minimum of 30,000 Euros.
- We recommend that the policy be purchased after obtaining precise information about the coverage it provides, especially in case of epidemic diseases.

# EURO Bank Account

Your grant will be transferred to you from our **Yapı Kredi Bank account**.

International students who might not be able to open the EURO bank account in Yapı Kredi can provide us with a different EURO bank account which they have opened at different Turkish banks.

Find out if the bank you have opened an account has a branch in the country / city you are going to, or another common bank that it cooperates with and find out the money transfer transaction fees and times.

The Bank account must be opened in a bank in your own name and from Turkey.

We also recommend that you open a joint account. In this case, your passbook should have your own name and surname in the first place and the name and surname of your relative / family member you want to have access to the account in the second place.

When you want to withdraw the amount in Euro from your account in the country you are visiting, it is important to know from which bank you have the less or no withdrawal commission. This situation may vary from country to country and our students are expected to do the necessary research on this subject.

■■■ , 2017-07-17



Erasmus+

Online Linguistic Support

**Students need to  
send the OLS  
results to  
erasmus@aydin.e  
du.tr**

Please note that if you obtained a score of C2 in your first language assessment, you will not have to take a final assessment. You will therefore not receive an invitation to take a final assessment.

The overall level obtained in the language assessment (English) is: C1 according to the [CEFR](#).

**C1**

You can understand long, complex speeches and texts and identify implicit, abstract and finer shades of meaning.



Your detailed English language levels in the assessed language competences are:

**Reading Comprehension - B2**

You can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. You can understand contemporary literary prose.

**Listening Comprehension - C1**

You can understand extended speech, including idiomatic and dialectal jargon, even when it is not clearly structured and when relationships are only implicitly and not explicitly expressed. You can understand televised programmes and films without too much effort.

**Grammar - B2**

You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.

**Vocabulary - C1**

Your good command of vocabulary on a broad range of general, academic, professional and leisure topics enables you to understand most written texts.

**Key Communicative Phrases - C1**

You can identify different degrees of nuances relating to emotions, satire, humour, subjectivity and objectivity as well as shifting register, in a wide range of socio-linguistic contexts. This includes recognising inferred meaning even in the latest forms of written communication such as internet chats and text-messaging.

# IAU Erasmus+ Office Requirements

15 days before you exit the country please contact us to arrange your Erasmus+ Grant agreement.

You need to provide us with:

## Acceptance letter

- ▶ Signed LA (Learning Agreement for Studies)
- ▶ EURO Account information
- ▶ Visa
- ▶ Health Insurance



## Ödeme Süreci Payment Process

**GİTMEDEN ÖNCE ÖDEMENİZİN %80'LİK KISMI DÖNÜŞTE İSE KALAN %20'LİK ÖDEMENİZ HESABINIZA YATAR.**

**BEFORE YOU LEAVE YOU GET 80% OF YOUR PAYMENT AND AFTER YOUR RETURN YOU GET THE 20% PAYMENT.**

**DÖNDÜKTEN SONRA:**

**%20 LİK ÖDEMENİN YATMASI İÇİN;**

- EN AZ ALINAN KREDİNİN 3TE 2 SİNDEN BAŞARILI OLMAK,

**%20 ÖDEMENİZİ HESAPLANIRKEN KATILIM SERTİFİKA TARİHLERİ DİKKATE ALANACAKTIR.**

**AFTER YOUR RETURN,**

**IN ORDER TO GET THE REMAINING 20%;**

- YOU NEED TO BE SUCCESSFUL AT LEAST AT 2 OUT OF THE 3 TOTAL ECTS CREDITS.

**THE REMAINING 20% OF THE GRANT WILL BE CALCULATED ACCORDING TO THE DATES ON YOUR CONFIRMATION OF MOBILITY CERTIFICATE**

## ERASMUS+ Öğrenim/ Staj Hareketliliği İçin Hibe Miktarları Monthly Grants For Erasmus+ Study /Internship

Program Countries with living cost	Program Countries	Erasmus+ Study Grant per month (€)	Erasmus+ Internship Grant per month (€)
<b>1st &amp; 2nd Group Countries</b>	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, <u>Liechtenstein</u> , Luxemburg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	500	600
<b>3rd Group Countries</b>	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia	300	400

## Before you go abroad...

- ✓ Arrange accommodation and ask for help in finding it from the host University Erasmus+ Office (ESN Section)
- ✓ Take enough money with you-other than the Erasmus+ grant
- ✓ Make an Extensive research on the city and University (transportation; official authorities and emergency numbers)
- ✓ Plan to attend the Orientation Programme of the host University!
- ✓ Make sure you have a scan of your passport and visa in your e-mail
- ✓ Don't forget you are an ambassador of Istanbul Aydın University and Turkey

## DURING THE MOBILITY

1-DURATION SHEET

2-STUDENT INFORMATION FORM

3-CHANGES OF THE LEARNING AGREEMENT  
(IF NECESSARY)

4-EXTENSION FORM (IF NECESSARY)

5- OLS COURSE





Erasmus+



ISTANBUL AYDIN UNIVERSITY  
ERASMUS OFFICE



CONFIRMATION OF ERASMUS STUDY PERIOD  
(DURATION SHEET)

The present form shall be completed by the International Office of the Host Institution

Dear Colleague;

This form is used to record the Erasmus duration of the student mentioned below at your institution.

Thank you very much for your collaboration.

Istanbul Aydın University  
Erasmus Office

CONFIRMATION OF ARRIVAL TO HOST INSTITUTION

This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student)

has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)

on, Friday 26 / 09 / 2014 (date)

Dr. Christina Köpcke (signature and stamp of the host institution)  
Head of the International Relations

CONFIRMATION OF DEPARTURE  
(to be filled at departure)

This is to confirm that \_\_\_\_\_ (first name and surname of student)

the student of Istanbul Aydın University has attended the courses at

\_\_\_\_\_ (name of receiving institution)

departured on, \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date)

\_\_\_\_\_ (signature and stamp of the host institution)

The Original of this document shall be returned by the student to :

Istanbul Aydın University Erasmus Office Florya Campus Besyol Mah. İnönü Cad. Sefakoy - Kucukcekmece /

This form should  
be filled out by  
the partner  
university and e-  
mailed to IAU

CONFIRMATION  
OF ARRIVAL

# STUDENT INFORMATION FORM

1. Student's Name and Surname,
2. Country,
3. Partner University's Name,
4. Faculty,
5. Department,
6. Residence Address,
7. Active Mobile number abroad.

This form should be filled out by the students as soon as they arrive their Erasmus+ destination country



ERASMUS+ STUDENT MOBILITY  
STUDENT INFORMATION FORM



1	NAME & SURNAME	
2	HOST COUNTRY	
3	HOST UNIVERSITY	
4	FACULTY	
5	DEPARTMENT	
6	RESIDENCE (FLAT or DORMITORY)	
7	ADDRESS	
	MOBILE NUMBER	

Please return this completed form, together with:

1. Duration Form (Arrival Section)

to Istanbul Aydın University's Erasmus+ Office via email at: [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr)

## CHANGES OF THE LEARNING AGREEMENT

- WHILE YOU ARE ABROAD **YOU** ARE RESPONSIBLE FOR FOLLOWING ALL THE PROCESSES RELATED TO THE CHANGES TO LA
- ALL CHANGES TO LA SHOULD BE CONDUCTED **WITH THE PRIOR APPROVAL (BY EMAIL)** OF YOUR ERASMUS+ DEPARTMENTAL COORDINATOR **WITHIN ONE MONTH** AFTER THE START OF YOUR MOBILITY

# CHANGES OF THE LEARNING AGREEMENT

1. Course Number,
- 2 Course Code,
3. Name of the deleted course,
4. Approval box of the deleted course,
5. Deleting reason,
6. ECTS of the deleted course
7. Code of the added course,
8. Name of the added course,
9. Approval box the added course
10. Reason for adding
11. ECTS of the added course

**Exceptional changes to Table A**  
(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution)

Table A During the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	5	6
2	7	8	<input type="checkbox"/>	<input type="checkbox"/>	10	11
3			<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>		
6			<input type="checkbox"/>	<input type="checkbox"/>		
7			<input type="checkbox"/>	<input type="checkbox"/>		
8			<input type="checkbox"/>	<input type="checkbox"/>		

**Sending Institution part should be filled out in the same way**

**This part is located on the last page of the learning agreement**

**10 Reasons for exceptional changes to study programme abroad:**

Reasons for deleting a component	Reason for adding a component
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	



## CHANGES OF THE LEARNING AGREEMENT

Commitment	Name	Function	Date	Signature
Student		<i>Student</i>		
Responsible person at the Sending Institution (IAU)		<i>Erasmus+ Departmental Coordinator</i>		
Responsible person at the Sending Institution (IAU)	PINAR ELBASAN	<i>Erasmus+ Institutional Coordinator</i>		
Responsible person at the Receiving Institution				

**Respectively;**  
**After the student's signature this form's Receiving Institution's should be signed and stamped then e-mailed to IAU**



Erasmus+



Erasmus+

Istanbul Aydin University  
Request for extension of the period of study  
OUTGOING

20.../20...!

# EXTENSION FORM

1. Name & Surname of the student, erasmus residence, Telephone number, name of the university
2. Education Period , Extension Period
3. Student's signature and date,
4. Respectively, all the signatures.

The students who have extended their mobility should do prepare the same documents like they did for the first term

1	Student's name	.....
	Student's address in host city:	.....
	Telephone Nr:	.....
2	Host university	.....
	Period of study	from ...../...../20..... till ...../...../20.....
	Extension period	from ...../...../20..... till ...../...../20.....
3	Reasons for extension	.....
		.....
		.....
4	...../...../20.....	.....
		Student's Signature
5	<b>Departmental coordinator's approval of the HOST university</b>	
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved
	...../...../20.....	.....
		Name Signature
	<b>Institutional coordinator's approval of the HOST university</b>	
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved
	...../...../20.....	.....
		Name Signature
	<b>Departmental coordinator's approval of the HOME university</b>	
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved
...../...../20.....	.....	
	Name Signature	
<b>Institutional coordinator's approval of the HOME university</b>		
<input type="checkbox"/> approved	<input type="checkbox"/> unapproved	
...../...../20.....	.....	
	Name Signature	
<b>Student's status due to the extension</b>		
<input type="checkbox"/> Erasmus Student	<input type="checkbox"/> Free Mover	
...../...../20.....	.....	
	Name of ERASMUS OFFICER (IAU) Signature	



Erasmus+



eurodesk  
Turkey



# Erasmus+

---

## Online Linguistic Support

## AFTER THE MOBILITY

- 1- (IF ANY) DOCUMENT FOR THE FAILED COURSE UNITS,
- 2- RECOGNITION OUTCOMES,
- 3- DURATION SHEET,
- ▶ 4- TRANSCRIPT,
- ▶ 5- PASSPORT
- 6- FINAL REPORT
- 7- OLS EXAM





Erasmus+



İSTANBUL AYDIN UNIVERSITY  
INTERNATIONAL RELATIONS DIRECTORATE  
ERASMUS



# FAILED COURSES FORM

This form should  
be filled out by  
the partner  
university (if  
necessary).

## BAŞARISIZLIK FORMU FAILED COURSES FORM

Name of the Student:	SERKAN SAPMAZTÜRK
Host Institution:	Hochschule aschaffenburg
Field of Study:	Economics
Name of the Course(s):	Rural Economy

Above mentioned student failed the stated course that s/he had taken due to the reason/s given below:

- Student did not attend exams.  
 Student did not attend courses properly.  
 Student did not perform assignments given.  
 Student did not deliver projects/thesis.  
 Student fulfilled all the obligations, yet failed.

Please specify other reasons, if any:

Name and Signature of the Host  
University's Co-ordinator  
(Stamp)

# RECOGNITION OUTCOMES

Higher Education Learning Agreement for Studies  
Student's name

Student's Name & Surname

- \*. Course number
- 1. Study Period,
- 2. Course Code,
- 3. Partner University Courses,
- 4. Pass or Fail Part
- 5. ECTS,
- 6. Grade,
- 7. Study Period,
- 8. Course Code,
- 9. IAU Courses,
- 10. ECTS,
- 11. IAU grade (It will be filled out by the Erasmus+ Departmental Coordinator)
- 12. Total ECTS,
- 13. Student's signature,
- 14. Signatures of the coordinators and stamp,
- 15. Signature of the partner university and stamp.

Academic Outcomes at Receiving Institution						Recognition Outcomes at Sending Institution				
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....						Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
Table C After the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Receiving Institution Grade	Table D After the mobility	Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending Institution Grade (if applicable)
1	*					1				
2						2				
3						3				
4						4				
5						5				
6						6				
Commitment	Name	Function	Signature and Date							
Student	13	Student								
Responsible person at the Sending Institution (IAU)	14	Erasmus+ Departmental Coordinator								
Responsible person at the Sending Institution (IAU)	PINAR ELBASAN	Erasmus+ Institutional Coordinator								
Responsible person at the Receiving Institution	15									

This form shows the ultimate version of the courses which has been taken at the partner university . In case of course change the added courses will be mentioned on this form.

# DURATION SHEET

This documents should be filled out by the partner university upon the arrival and departure of the student.



ISTANBUL AYDIN UNIVERSITY  
ERASMUS OFFICE



## CONFIRMATION OF ERASMUS STUDY PERIOD (DURATION SHEET)

The present form shall be completed by the International Office of the Host Institution

Dear Colleague;  
This form is used to record the Erasmus duration of the student mentioned below at your institution.  
Thank you very much for your collaboration.

Istanbul Aydın University  
Erasmus Office

### CONFIRMATION OF ARRIVAL TO HOST INSTITUTION

This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student)  
has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)  
on, Friday **26.09.2014** (date)

Dr. Christina Koenigsmueller  
Head of the International Relations



### CONFIRMATION OF DEPARTURE (to be filled at departure)

This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student)  
the student of Istanbul Aydın University has attended the courses at  
**HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)  
departured on, **02.02.2015** (date)

Dr. Christina Koenigsmueller  
Head of the International Relations

The Original of this document shall be returned by the student to :  
Istanbul Aydın University Erasmus Office Florya Campus Beyoöl Mah. İnönü Cad. Sefakoy - Kucukcekmece /

Aschaffenburg, 11.03.2014

# TRANSCRIPT

The transcript needs to include the ECTS credits.

## Transcript of Records

Mr.  
Serkan Sapmaztürk  
born on 03.01.1994 in Istanbul

Registration Number: 2212208  
Course of Studies: Allgemeinwissenschaftliche Wahlpflichtfächer/Diplom (FH)  
Enrolled: 01.10.2013 - 14.03.2014

Elective Subjects	Local Grade (1)	ECTS Credits (2)	Semester (3)
3324690 Introduction to the European Union	3,7	5	20132
3324805 Business Seminar Germany	2,7	5	20132
9000042 Leadership and Management	3,3	8	20132
9000051 Business English LN	passed		20132
9940110 German Ia	3,0	5	20132
9940125 International Marketing	3,3	2,5	20132

Hochschule für angewandte Wissenschaften  
Fachhochschule Aschaffenburg  
Würzburger Str. 45  
63743 Aschaffenburg

### (1) Descriptions of the Institutional Grading Scale:

Local Grade	Definition
1,0 – 1,5	excellent / very good
1,6 – 2,5	good
2,6 – 3,5	satisfactory
3,6 – 4,0	sufficient
4,1 – 5,0	fail

### (2) ECTS Credits (only displayed if applicable):

1 full academic year = 60 credits  
1 semester = 30 credits

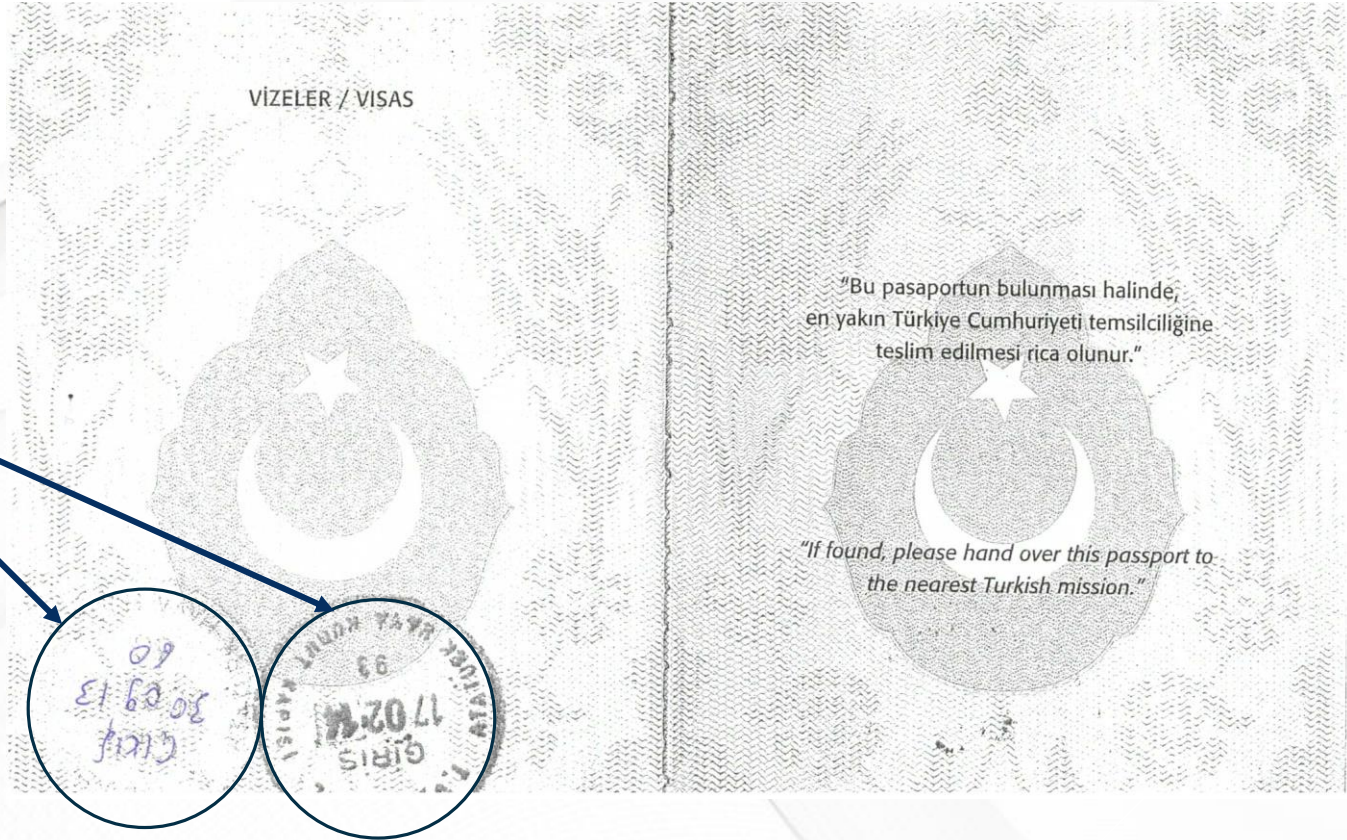
### (3) Semester:

200\*1: summer term  
200\*2: winter term



# PASSPORT STAMPS (ARRIVAL AND DEPARTURE FOR TURKEY)

The stamps must be readable.



## Online Linguistic Support

**Failure in sending the OLS results to erasmus@aydin.edu.tr can affect the 20% grant payment**

The overall level obtained in the language assessment (English) is: **C1** according to the [CEFR](#).

### C1

You can understand long, complex speeches and texts and identify implicit, abstract and finer shades of meaning.



Your detailed English language levels in the assessed language competences are:

#### Reading Comprehension - C2

You can read with ease virtually all forms of the written language, including abstract, structural or linguistically complex texts such as manuals, specialized articles and literary works.

#### Listening Comprehension - C1

You can understand extended speech, including idiomatic and dialectal jargon, even when it is not clearly structured and when relationships are only implicitly and not explicitly expressed. You can understand televised programmes and films without too much effort.

#### Grammar - B2

You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.

#### Vocabulary - B2

You understand a wide range of lexical terms and expressions, including common idioms and phrasal verbs relating to most general topics as well as your field of specialisation.

#### Key Communicative Phrases - C1

You can identify different degrees of nuances relating to emotions, satire, humour, subjectivity and objectivity as well as shifting register, in a wide range of socio-linguistic contexts. This includes recognising inferred meaning even in the latest forms of written communication such as internet chats and text-messaging.



# FINAL VERSION OF THE TRANSCRIPT

After the completion of the procedure students can get their new transcripts from IAU Student Affairs. Erasmus+ program is mentioned with a star.

T.C. Kimlik No	26441004124	Öğrenci No	B1006.050052
Soyadı	SERKAN	Fakülte	İKTİSADİ İDARİ BİLİMLER FAKÜLTESİ
Adı	SAPMAZTÜRK	Bölüm	SIYASET BİLİMİ VE ULUSLARARASI İLİŞKİLER (İNGİLİZCE)
Doğum Tarihi	18.05.1989	Kayıt Tarihi	02.09.2010

1. Yarıyıl							2. Yarıyıl						
TÜR	DERS ADI	AKTS	KR	HN	NxKR		TÜR	DERS ADI	AKTS	KR	HN	NxKR	
Z	ATA103	PRINCIPLES OF ATATÜRK AND THE HISTORY OF REVOLUTIONS-I	2.0	2.0	T	0	Z	ATA104	PRINCIPLES OF ATATÜRK AND THE HISTORY OF REVOLUTIONS-II	2.0	2.0	T	0
Z	BUS109	MATHEMATICS FOR BUSINESS-I	6.0	3.0	CC	12	Z	BUS110	MATHEMATICS FOR BUSINESS-II	5.0	3.0	BA	17.5
Z	ECON201	MICROECONOMICS	5.0	3.0	AA	20	Z	ECON110	INTRODUCTION TO MACROECONOMICS	5.0	3.0	BA	17.5
Z	ENG101	PROFESSIONAL ENGLISH-I	4.0	3.0	T	0	Z	ENG102	PROFESSIONAL ENGLISH-II	4.0	3.0	T	0
Z	LAW102	INTRODUCTION TO LAW	5.0	3.0	BB	15	Z	PSIR102	INTRODUCTION TO INTERNATIONAL RELATIONS	6.0	3.0	BA	21
Z	PSIR101	INTRODUCTION TO POLITICAL SCIENCE	5.0	3.0	CB	12.5	Z	PSIR104	INTRODUCTION TO MANAGEMENT	5.0	3.0	DD	5
Z	PSIR103	INTRODUCTION TO SOCIOLOGY	5.0	3.0	AA	20	Z	PSIR106	CONSTITUTIONAL LAW	5.0	3.0	AA	20
Z	TLL101	TURKISH LANGUAGE-I	2.0	2.0	T	0	Z	TLL102	TURKISH LANGUAGE-II	2.0	2.0	T	0
Aldığı Kredi	26	Dönem Ortalaması			3.06		Aldığı Kredi	26	Dönem Ortalaması			3.12	
Aldığı Top. Kredi	26	Genel Not Ortalaması			3.06		Aldığı Top. Kredi	52	Genel Not Ortalaması			3.09	

3. Yarıyıl							4. Yarıyıl *						
TÜR	DERS ADI	AKTS	KR	HN	NxKR		TÜR	DERS ADI **	AKTS	KR	HN	NxKR	
Z	ECON205	STATISTICS-I	5.0	3.0	DD	5	Z	ERA	CENTRAL EUROPE AND THE GREAT POWERS 1919-1939	6.0	6.0	AA	24
Z	LAW206	INTERNATIONAL LAW	5.0	3.0	DD	5	Z	ERA	ECONOMY, HISTORY OF EUROPE 19TH-20TH CENTURY	6.0	3.0	AA	24
Z	PSIR203	HISTORY OF WORLD POLITICS-I	5.0	3.0	CC	10	Z	ERA	DICTATORSHIPS IN COMPARISON	6.0	6.0	AA	24
Z	PSIR205	THEORY OF INTERNATIONAL RELATIONS	5.0	3.0	AA	20	Z	ERA	BUDAPEST VIENNA PRAGUE: URBAN SOCIETY AND CULTURE	6.0	3.0	AA	24
Z	PSIR211	TURKISH STATE AND ADMINISTRATIVE STRUCTURE	5.0	3.0	DD	5	Z	ERA	HISTORY OF DAILY LIFE ALBANIA	6.0	3.0	AA	24
Z	SBU209	ADMINISTRATION AND LEADERSHIP	5.0	3.0	BA	17.5							
Aldığı Kredi	30	Dönem Ortalaması			2.33		Aldığı Kredi	30	Dönem Ortalaması			4.00	
Aldığı Top. Kredi	82	Genel Not Ortalaması			2.81		Aldığı Top. Kredi	112	Genel Not Ortalaması			3.13	

#### Açıklamalar:

\* İşaretili dönemlerde bulunan dersler, ERASMUS Değişim Programı çerçevesinde yurtdışında alınmıştır.  
\*\* ERASMUS çerçevesinde alınan derslere ait ders kodu bulunmuyor ise 'ERA' kodu kullanılmıştır.

Transfer Edilen Toplam Kredi : 16

Hesaplamalarda AKTS (ECTS) kredisi kullanılmıştır.

AA: 4.00 BA:3.50 BB:3.00 CB:2.50 CC:2.00 DC:1.5 DD:1.00 FD:0.50 FF:0.00 F:Başarısız M:Muaf NA:Devamsız I:Eksik T:Transfer P:Başarılı KR:Kredi HN:Harf Notu NxKR:Notu x Kredi TÜR:Ders Türü Z:Zorunlu Ders, S:Seçmeli Ders, Y:Genel Ortalamaya Katılmaz, R:Dersi Tekrar Etti

Teaching medium is in English - Eğitim dili İngilizcedir.

#### BU TRANSKRİPT

- 1) Soğuk damga ile mühürlenmiş
- 2) Öğrenci İşleri Daire Başkanı tarafından imzalanmış ise resmi evrak niteliğini taşır.



## Ödeme Süreci Payment Process

**GİTMEDEN ÖNCE ÖDEMENİZİN %80'LİK KISMI DÖNÜŞTE İSE KALAN %20'LİK ÖDEMENİZ HESABINIZA YATAR.**

**BEFORE YOU LEAVE YOU GET 80% OF YOUR PAYMENT AND AFTER YOUR RETURN YOU GET THE 20% PAYMENT.**

**DÖNDÜKTEN SONRA:  
%20 LİK ÖDEMENİN YATMASI İÇİN;**

- EN AZ ALINAN KREDİNİN 3TE 2 SİNDEN BAŞARILI OLMAK,

**%20 ÖDEMENİZİ HESAPLANIRKEN KATILIM SERTİFİKA TARİHLERİ DİKKATE ALANACAKTIR.**

**AFTER YOUR RETURN,  
IN ORDER TO GET THE REMAINING 20%;**

- YOU NEED TO BE SUCCESSFUL AT LEAST AT 2 OUT OF THE 3 TOTAL ECTS CREDITS.

**THE REMAINING 20% OF THE GRANT WILL BE CALCULATED ACCORDING TO THE DATES ON YOUR CONFIRMATION OF MOBILITY CERTIFICATE**





# ERASMUS+ Öğrenim/ Staj Hareketliliği İçin Hibe Miktarları

## Monthly Grants For Erasmus+ Study /Internship

Erasmus grants are given free of charge by the National Agency through the university.

**Grants are not intended to cover all costs abroad. It is just a financial support**

Other than the grant you receive, you will not be paid for your expenses (flight tickets, accommodation, etc.).

80% of the grant is paid in the first place. Payments are made within 30 working days after the completion of file and signing of your Erasmus Agreement. The sooner you complete your Erasmus documents, submit it to our Coordinator and sign your Erasmus agreement, the sooner you can receive your payment.

The remaining 20% of the grant is paid after the return documents are delivered to the Office in full after the exchange is completed. The final Erasmus grant calculation is made taking into account your success rate shown in your Transcript and Participation Certificate dates.

**The remaining 20% is not paid to the student who does not succeed in 2/3 of his courses.**

**In the event that you fail to attend classes and exams as a result of absenteeism, and you cannot obtain a transcript on your return from the other institution, you may be asked to return the entire amount of the grant paid to you.**

## Ödeme Süreci İçin Yapılması Gerekenler (Erasmus+ Öğrenim / Staj Hareketliliği)/ Things To Do For Payment Process (Erasmus+ Study /Internship) Mobility

**YAPI KREDİ BANKASI'NDAN EURO HESABI AÇTIRMALISINIZ.**

**YOU NEED TO OBTAIN AN EURO ACCOUNT FROM YAPI KREDİ BANK**

DAHA SONRA ERASMUS+ OFISI ULAŞARAK HİBE SÖZLEŞMESİ YAPMALISINIZ

THEN YOU HAVE TO REACH ERASMUS+ OFFICE IN ORDER TO SIGN THE GRANT AGREEMENT

## Özel Durumlar/ Extreme Cases

**Herhangi bir özel duruma istinaden geri dönmek isteyen öğrencinin durumunu belgeleyerek ibraz etmesi gerekir.**

Belgesi kabul edilen öğrenci için de ancak kaldığı gün kadar ödeme yapılır. Fazla ödeme yapıldıysa bu öğrenciden geri istenir.

**In case of unforeseen circumstances, if the student could not complete the mobility, evidence documents will have to be submitted.**

Even if the evidence is accepted, the students will be paid for only the number of days spent in the mobility country. If money for the whole mobility has already been paid, you will be asked to return the rest of the grant.



## Döndükten Sonra Teslim Edilmesi Gereken Belgeler Necessary Documents After Your Return to Turkey

The documents you need to submit to the Erasmus + Office via our online platform within 30 days after your return date are listed below. We will send the online platform link to your e-mail address.

<b>EVRAKLAR:</b>	<b>DOCUMENTS:</b>
ÖĞRENİM ANLAŞMANIZIN DURING THE MOBİLİTY KISMININ TÜM TARAFLARCA ONAYLANMIŞ HALİ (DERS DEĞİŞİKLİĞİ VARSA)	SIGNED CHANGES TO LA
KATILIM SERTİFİKASI	CERTIFICATE OF MOBILITY
NİHAİ RAPOR (LİNK GÖNDERİLECEK)	FINAL REPORT (THE LINK WILL BE SENT)
YURTDISINDA EGİTİM GÖRDÜĞÜNÜZ KURUMDAN NOT ÇİZELGESİ- TRANSKRİPT VEYA AFTER MOBILITY	TRANSCRIPT/AFTER MOBILITY FORM FROM THE RECEIVING UNIVERSITY
RECOGNITION OUTCOMES	RECOGNITION OUTCOMES
PASAPORT GİRİS ÇIKIS DAMGALARI OLAN SAYFALARIN FOTOKOPİLERİ	COPY OF YOUR PASSPORT PAGES WHICH HAVE ENTRANCE AND EXIT STAMPS
1. VE 2. OLS SINAV SONUÇLARI	1ST AND 2ND OLS EXAM RESULTS





# MATTERS NEEDING PARTICULAR ATTENTION

## VISA

**Do not leave the visa application for the country you are going to the last minute. Find out the time required for the finalization of your visa procedures and the most up-to-date documents required.**

**Students with a Green Passport must also obtain a visa.**

**Visa processing procedures may vary over the years according to countries, foreign missions and consular staff.**

**It is our students' responsibility to learn the most accurate and up-to-date information about the documents and procedures required for visa application from reliable primary sources.**



## MATTERS NEEDING PARTICULAR ATTENTION

Nomination procedures of students is done by our Erasmus + Office.

Any E-mails sent by the student to the host institution before the nomination are not accepted.

It is the student's responsibility to follow important dates such as nomination dates and deadlines.

It will be useful for the student to obtain information about the host institution such as accommodation conditions / deposit and required documents.



## MATTERS NEEDING PARTICULAR ATTENTION

### COURSE SELECTION

Before making their course selection, students are required to do research on course contents and be prepared to discuss the matter with their IAU Erasmus+ department coordinators.

**Students must take at least 30 ECTS of course load at the host institution.**



# MATTERS NEEDING PARTICULAR ATTENTION

## GRANT CALCULATION

The grant will certainly not be sufficient to cover all your expenses.

The grant calculation is made on the dates in the invitation letter before the student leaves.

When the student returns, the total grant is recalculated, taking into account the dates and the success status in the Confirmation of Stay document, and the remaining amount may vary accordingly.

Since our budget is transferred to our relevant account in October and it takes about 30 working days to complete the payment process for an Erasmus file that does not have a document missing, it would be appropriate for our students who will perform Erasmus mobility in the Fall and spring semester to take measures on monetary matters.





# MATTERS NEEDING PARTICULAR ATTENTION

## ERASMUS DÖNEMİNİ UZATMA

Erasmus + students who go in the fall semester can extend their mobility to the spring semester in the same academic year.

For this, the student must follow the nomination dates for the spring semester and contact the IAU Erasmus + department coordinator until the deadline given, to finalize the course matching and get the approval of the university they are in.

Students who wish to extend their Erasmus + Learning Mobility to the 2nd semester are required to send the "Erasmus + Mobility Extension Form" available on our website and their LA to [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr).

Students who will extend their Erasmus + Study Mobility are obliged to prepare all their documents for the Spring semester as they did for the Fall semester.



## Matters Needing Particular Attention

Visa is one of the documents that our students must submit to our Coordinator before going abroad for Erasmus + education.

If our students are informed by the relevant consulate that their visas can be issued a few days before the planned departure date, they must reach our Coordinatorship via e-mail as soon as they receive their visas and share them with us. (erasmus@aydin.edu.tr)

As our office, we work with a busy schedule. For this reason, if the finalization of your visa application is delayed, in case you receive your visa late, your Erasmus + contract can be prepared by e-mail and signed by you .



## Matters Needing Particular Attention

It is important that you decide together with your family, taking into account the financial aspect of the process and the course of the epidemic in the country you are going to, and inform your family members correctly.

You should be aware of the fact that you have to fulfill many bureaucratic procedures before your departure within the scope of Erasmus +, especially during the visa application process, and you should be ready for this.

You can use the time before your departure to improve your foreign language skills and, if possible, by saving money.



## Corona Virüs (Covid-19) Salgınının Döneminde Erasmus+ Hareketliliğinden faydalanmak

You should take into account that the course of the pandemic and the decisions of the relevant institutions during the pandemic process will be decisive for your mobility.

If the institution where you are placed have a decision that they will not accept students in the spring semester, it will not be possible to actualize the mobility. The decisions of institutions on this issue differ.

Check the Erasmus + page of the institution you will go to, make sure to contact your Erasmus + Department Coordinators and learn what to do in this process.

The realization of the mobility depends on the decisions of national authorities in our country (YÖK and National Agency) and in other program countries.

Placed students are under candidate status until their nominations is accepted by the host institution and until they obtain their visa.

We recommend that you follow further developments regarding the next process on our website.



## Erasmus in times of Corona Virüs (Covid-19)

The newest FAQ can be accessed at:  
<https://www.ua.gov.tr/haberler/yuksekogretim-covid-19sss-08-07-2020/>

### Attention!

Finally, I acknowledge that the responsibilities of all financial or moral problems (visa, travel, accommodation, higher education institution / institution abroad and in other cases) due to the COVID-19 pandemic process belong to me. I accept that my statement is correct and that I will not hold Istanbul Aydın University and Erasmus + Office responsible for the problems that may arise due to the COVID 19 outbreak, and I understand that I will be covering all the financial aspects that may arise to me with regard to possible problems appearing due to COVID-19 pandemic.

## YENİ KORONAVİRÜS RİSKİNE KARŞI #14 KURAL

14 RULES TO PREVENT  
NEW CORONAVIRUS RISK



**Ellerinizi sık sık su ve sabun ile en az 20 saniye boyunca ovarak yıkayın.**  
Wash your hands frequently with soap and water for at least 20 seconds.



**Öksürme veya hapşırma sırasında ağız ve burunu tek kullanımlık mendille kapatın, mendil yoksa dirseğin iç kısmını kullanın**  
Cover your mouth and nose with disposable wipes during coughing or sneezing. If there is no wipe, use inside of your elbow.



**Ellerinizi gözlerinize, ağızınıza ve burnunuza dokunmayın**  
Do not touch your eyes, mouth and nose with your hands.



**Soğuk algınlığı belirtileri gösteren kişilerle aranızda en az 3-4 adım mesafe koyun**  
Keep yourself at least 3-4 steps away from people who show signs of a cold.



**Yurt dışı seyahatlerinizi iptal edin ya da erteleyin**  
Cancel or postpone your travels abroad.



**Yurt dışından dönüşte ilk 14 günü evinizde geçirin**  
Spend the first 14 days at home on your return from abroad.



**Bulduğunuz ortamları sık sık havalandırın**  
Ventilate your environment frequently.



**Kapı kolları, armatürler, lavabolar gibi sık kullandığımız yüzeyleri su ve deterjanla her gün temizleyin**  
Clean the surfaces, such as door handles, fixtures, sinks, etc. with water and detergent daily.



**Hiçbir kişisel eşyanızı (havlu gibi gündelik eşyaları) ortak kullanmayın.**  
Do not share any personal belongings (casual items such as towels).



**Kıyafetlerinizi 60-90°C'de normal deterjanla yıkayın**  
Wash your clothes between 60-90°C with normal detergent.



**Tokalaşma, sarıma gibi yakın temaslardan kaçının**  
Avoid close contact such as handshaking and hugging.



**Bol sıvı tüketin, dengeli beslenin, uyku düzeninize dikkat edin**  
Drink plenty of fluids, eat a balanced diet and pay attention to your sleep patterns.



**Ateş, öksürük, nefes darlığı gibi şikayetleriniz varsa, maske takarak bir sağlık kuruluşuna başvurun**  
If you have complaints such as fever, cough, shortness of breath; wear a mask and contact a healthcare provider.



**Soğuk algınlığı belirtileriniz varsa yaşlılar ve kronik hastalara temas etmeyin, maske takmadan dışarı çıkmayın**  
If you have flu like symptoms, do not contact the elderly and chronic disease patients; do not go out without wearing a mask.

## ERASMUS+ SUCCESS STORIES

**PROUD OF OUR STUDENT İREM KARA OGLU WHO RECEIVED THE HIGHEST NUMBER OF VOTES FOR THE BEST LOGO SHE CREATED FOR U16 WOMEN'S EUROPEAN CHAMPIONSHIP DURING HER ERASMUS+ MOBILITY AT KAUNO KOLEGIJA, LITHUANIA**



**NOW IT IS YOUR TURN....MAKE YOUR ERASMUS+ MOBILITY WORTH!**



**THANK YOU FOR YOUR  
ATTENTION!**

**Erasmus+ OFFICE**  
**twitter: iauerasmus**  
**facebook: iauerasmusoffice**