



ISTANBUL AYDIN  
UNIVERSITY

22 Years

ISTANBUL AYDIN UNIVERSITY

**ERASMUS+ ÖĞRENİM HAREKETLİLİĞİ  
ORYANTASYON PROGRAMI  
ERASMUS+ STUDY MOBILITY  
ORIENTATION PROGRAM  
03.04.2026**



KADIKÖY | BEŞİKTAŞ | BAKIRKÖY | FLORYA | TEKNOPARKİSTANBUL



IAUKampus



IAUKampus



iaukampus

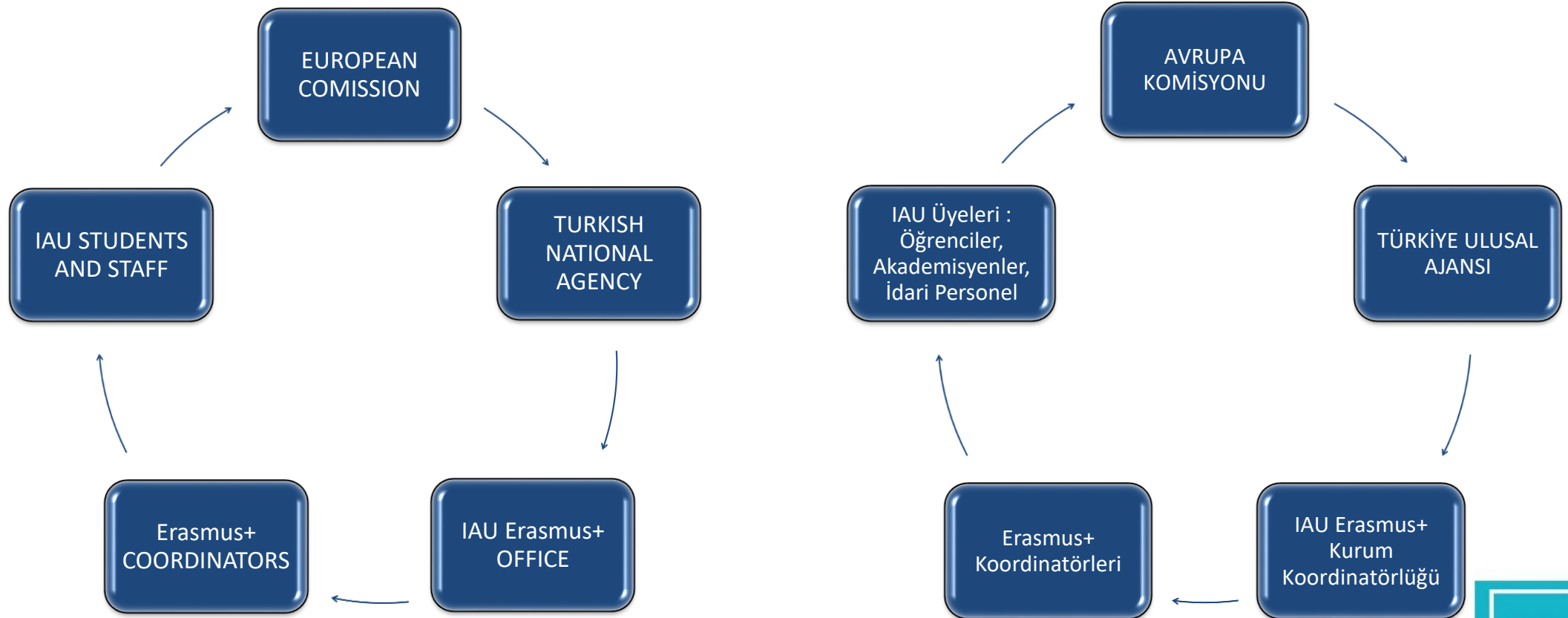


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www.aydin.edu.tr | 444 1 428

- Erasmus+ Programı Nasıl İşler?
  - Adım Adım Erasmus+ Öğrenim Hareketliliği
  - Hareketlilik Öncesi Gerekli Evraklar
  - Ödeme Süreci ve Erasmus Sözleşmesi
  - Hareketlilik Süresince
  - Hareketlilik Sonrası
  - Özellikle Dikkat Edilmesi Gereken Hususlar
- How the Erasmus+ Program Work?
  - Erasmus+ Study Mobility (step-by-step)
  - Required Documents before the Mobility
  - The payment Process and the Erasmus Agreement
  - During the Mobility period
  - After the Mobility period
  - Matters Needing Particular Attention

# Erasmus+ Programı Nasıl İşler? How Does the Erasmus + Program Work?

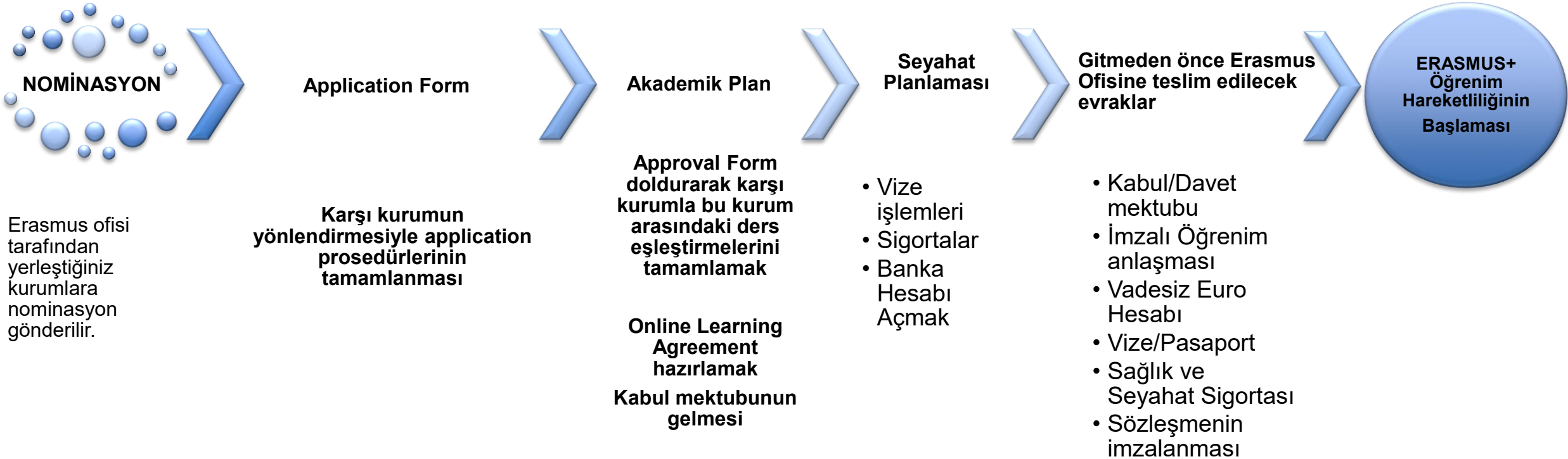


# ÖNEMLİ! İMPORTANT!

- Erasmus öğrenim hareketliliği yerleştirme listesinde anlaşmalı bir üniversiteye yerleştirilmiş tüm öğrencilerimiz **“aday öğrenci” statüsündedir.**
- ***All our students who are placed at an Erasmus partner university on the Erasmus results list have the status of "candidate students".***
- Öğrencilerimiz; karşı üniversitenin nominasyonlarını kabul etme ve kabul mektubu gönderme durumuna; ders eşleştirme aşamasındaki ders programı/içerik uygunluğuna, karşı kurumun istediği belgeleri sağlayıp sağlayamamalarına, vize alıp alamamalarına, karşı kurum ya da ülke yetkililerinin alacağı kararlara bağlı olarak programdan yararlanabileceklerdir. Yerleştirme sonucu açıklama duyurusunda da belirtildiği üzere, yukarıda belirtilen durumlardan kaynaklanabilecek mağduriyetlerden kurumumuz sorumlu değildir.
- ***Our students will be able to benefit from the program depending on: the suitability of the course program/content at the course matching stage, whether they can provide the documents required by the host institution in the required timeframe, whether they can obtain a visa, and the decisions taken by the host institution or country authorities. Our institution is not responsible for any grievances that may arise from the above-mentioned situations.***
- Öğrencilerimiz, karşı kurumun önümüzdeki Güz ve Bahar dönemleri için belirledikleri son nominasyon tarihlerini de öğrenip, karşı kurumda hangi dönemde öğrenim görmek isteyeceklerine karar verebilirler.
- ***Our students can also learn the final nomination dates determined by the host institution for the upcoming Fall and Spring semesters and decide which semester they would like to study at the host institution.***
- **Nominasyon (karşı kuruma Erasmus öğrencisi olarak orada öğrenim görmek üzere seçildiğinizin resmi olarak bildirilmesi) işlemi Erasmus Ofisimiz tarafından gerçekleştirilmektedir.**
- ***Nomination (official notification to the host institution that you have been selected to study there as an Erasmus student) is carried out by our Erasmus Office.***

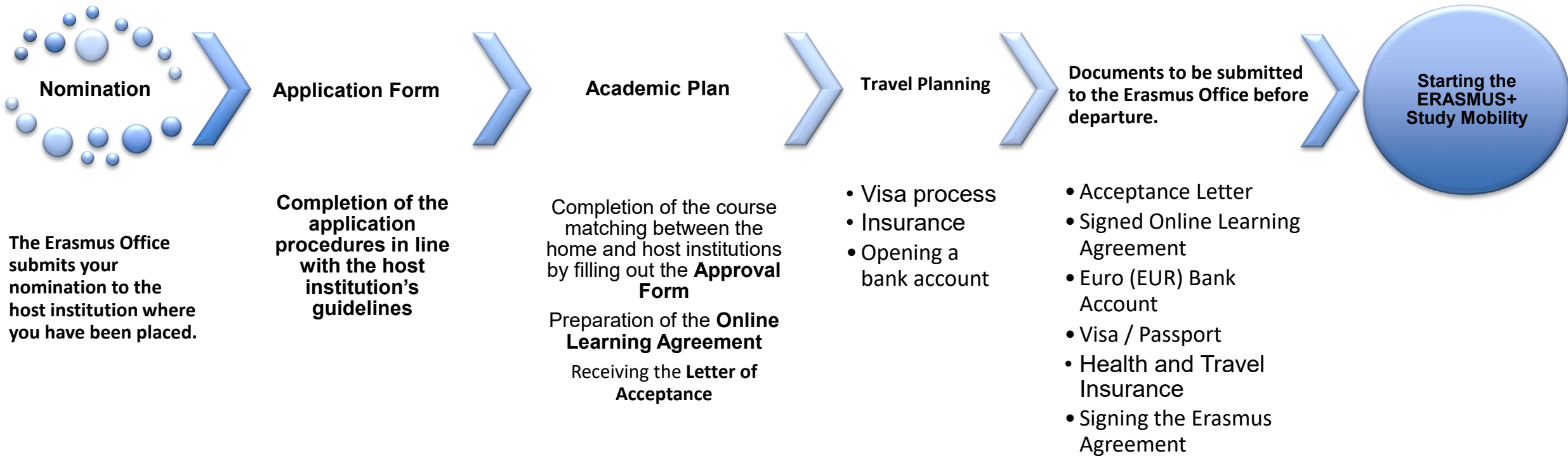
**TURQUALITY®**

# Adım Adım Erasmus+ Öğrenim Hareketliliği - Başlangıçtan gidiş sürecine



# Erasmus+ Study Mobility (Step-by-step)

## - From the Beginning to the Departure Process



## HAREKETLİLİK ÖNCESİ

- Partner üniversitenin başvuru işlemleri
- Approval form
- Online Learning Agreement
- Enstitü öğrencileri (Yüksek lisans, Doktora) için özel formlar
- Kabul mektubu
- Vize yazısı – Vize randevusu
- OLS Sınavı
- Erasmus sözleşmesi (gerekli evrakların teslimiyle)

## HAREKETLİLİK SIRASINDA

- Duration Sheet (Confirmation of Arrival)
- Student Information Form
- Ders değişimi varsa;
  - Yeni approval form
  - Changes OLA
- Dönem uzatma için; (sadece güz dönemi öğrencileri)
  - uzatma formu, ders eşleştirmeleri, yeni vize, yeni sigorta

## HAREKETLİLİK SONRASI

- Duration Sheet (Confirmation of departure kısmı),
- Transkript
- (Eğer varsa) Geçilemeyen dersleri gösteren belge
- Recognition Outcomes
- Pasaport mühürleri
- Uçak biletleri
- Nihai rapor

**TURQUALITY**<sup>®</sup>

# Things to be done throughout the Erasmus+ Mobility

## BEFORE THE MOBILITY

- Application procedures at the partner university
- Approval form
- Online Learning Agreement
- Different forms for graduate students (Master's and PhD students)
- Acceptance Letter – visa appointment
- OLS Exam
- Erasmus Grant Agreement (upon submission of the required documents)

## DURING THE MOBILITY

- Duration Sheet (Confirmation of Arrival)
- Student Information Form
- If there is a course change;
  - New approval form
  - Changes OLA
- For semester extension (Only for fall students)
  - Extension form, course matching , new visa, new Insurance

## AFTER THE MOBILITY

- Duration Sheet (Confirmation of departure part),
- Transcript
- Document showing the courses that have not been passed (if there are any),
- Recognition Outcomes
- Passport stamps
- flight tickets
- EU survey

The logo for TURQUALITY, featuring the word "TURQUALITY" in white capital letters on a blue rectangular background with a white border and a registered trademark symbol (®) to the right.



# Required Documents Before Mobility Approval Form

The first step before starting the mobility program is to prepare the Approval Form.

This document shows which courses you have matched at the host institution with which courses at IAU.

The credit value of each course should be as equal or as close to each other as possible (e.g., 3 ECTS – 3 ECTS or 3 ECTS – 4 ECTS).

The total credit load per semester is also expected to be balanced, and planning should generally be done so that it is 30 ECTS – 30 ECTS for both institutions.

Once the Approval Form is prepared, the document must be approved in the following order: first by the student, then by the Erasmus+ departmental coordinator, and finally by the Erasmus Office.

## APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 2022..... – 2023..... FACULTY/SCHOOL/INSTITUTE: ..... DEPARTMENT: .....

Student's Name: ..... Sending Institution: **Istanbul Aydın University** Country: **Turkey**

Receiving Institution: ..... Country: .....

RECEIVING INSTITUTION			ISTANBUL AYDIN UNIVERSITY			
During the student's study at Receiving Institution: in the current academic year, the student will attend the following courses/training:			Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:			
Course Unit Code	Title of the Course Unit	ECTS Credits	Course Unit Code	Title of the Course Unit	ECTS Credits	Local Credits
TOTAL (ECTS CREDITS)			TOTAL (ECTS CREDITS)			

Student's Signature .....

We confirm that this proposed programme of study/training is approved.

Signature of Faculty/Departmental Coordinator: ..... Date: .....

Signature of the Institutional Coordinator: **Mariana ASTEFANOAIE** Date: .....

# Yüksek Lisans ve Doktora 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 kurumdaki öğrenimi/stajı 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:		
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

Öğrenci İmzası/Student's Signature ..... Tarih/Date: .....

Tez adı

Tez kodu

Alınan dersin ECTS kredisi

Öğrencinin imzası ve tarih.

Akademik ve idari imzalar

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

Name and Signature of the Thesis/Project Adviser – Tez/Proje Danışmanı* Ad Soyad İmza:	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:.....



# Master's and Doctoral 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**  
Öğrenci alıcı kurumdaki öğrenimi/stajı boyunca aşağıdaki dersleri alacaktır.  
During the student's study at Receiving Institution, the student will attend the following courses/training:

**İSTANBUL AYDIN ÜNİVERSİTESİ/ISTANBUL AYDIN UNIVERSITY**  
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:

Thesis name

Thesis code

ECTS credits of the course taken

The student's signature and the date

Academic and administrative signatures

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

Öğrenci İmzası/Student's Signature ..... Tarih/Date: .....

Üniversitemiz tarafından yukarıda önerilen ders/stajın tanınacağını onaylıyoruz. /We confirm that this proposed programme of study/training is approved.

Sadece IAU Koordinatörler/Only IAU Coordinators

Name and Signature of the Thesis/Project Adviser – Tez/Proje Danışmanı* Ad Soyad İmza:	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:.....



- **Online Learning Agreement (OLA)**, Erasmus+ kapsamında öğrencilerin gidecekleri kurumda alacakları dersleri ve bu derslerin kendi üniversitelerindeki karşılıklarını dijital ortamda hazırlayıp onaylattıkları resmi bir belgedir.
- Bu sistem sayesinde belge fiziksel olarak imzalanmaz; öğrenci, Erasmus ofisi ve karşı kurum yetkilileri süreci tamamen online olarak takip eder ve onaylar. OLA, ders eşleştirmelerinin şeffaf ve hızlı bir şekilde yapılmasını sağlayarak Erasmus sürecini kolaylaştırır.
- OLA sayesinde hareketliliğiniz karşı kurum tarafından tanınmış olur.

**\*Approval Form olmadan OLA'nız onaylanmayacaktır**



- **The Online Learning Agreement (OLA) is an official document within the Erasmus+ program in which students digitally prepare and obtain approval for the courses they will take at the host institution and their equivalents at their home university.**
- **Through this system, the document is not physically signed; the student, Erasmus office, and officials at the host institution manage and approve the entire process online. OLA facilitates the Erasmus process by ensuring that course recognition is handled transparently and efficiently.**
- **Thanks to the OLA, your mobility is officially recognized by the host institution.**

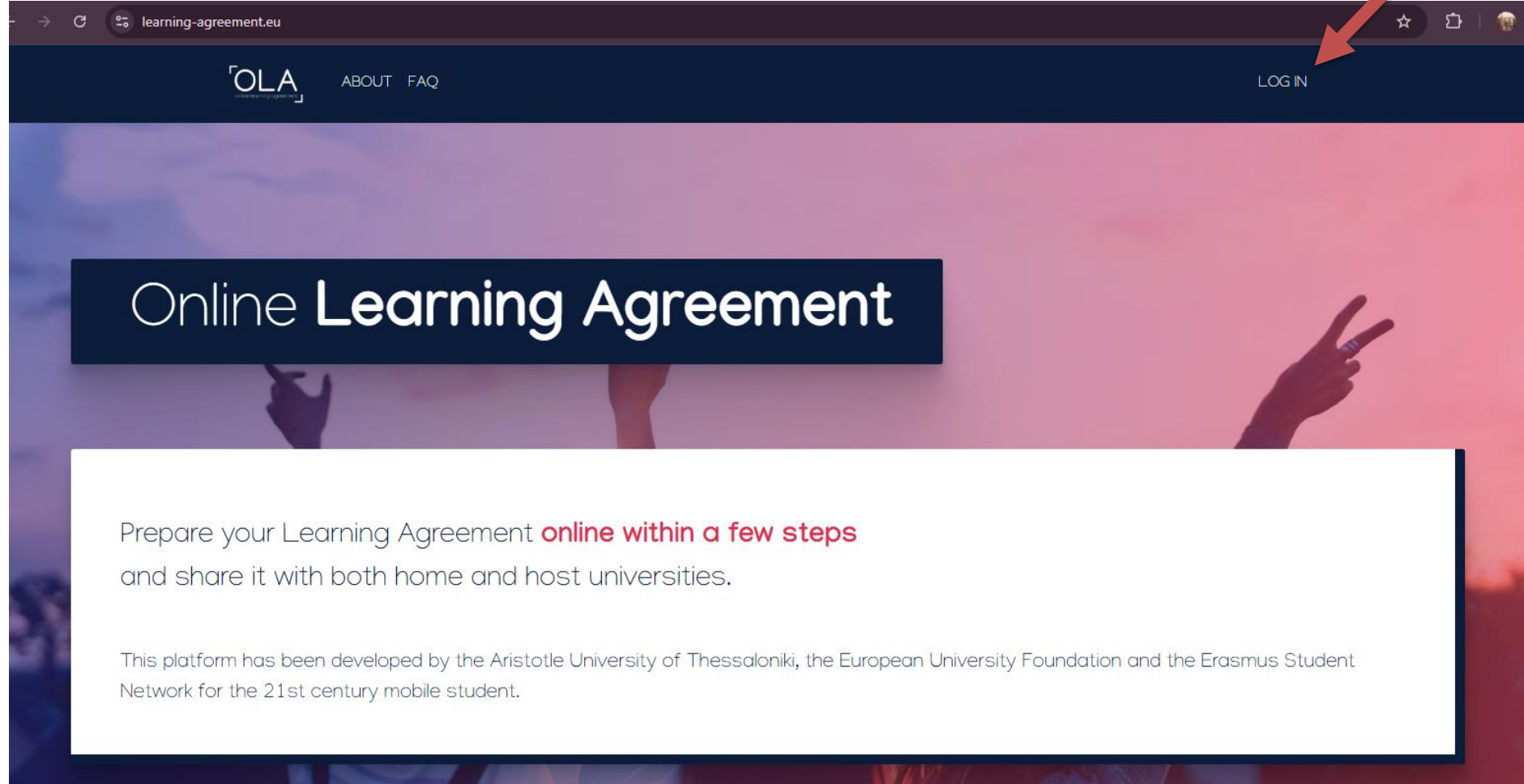
**\*Your OLA will not be approved without the Approval Form.**



# Online Learning Agreement

**OLA ana sayfasına giriş yaptığınızda sağ üst köşede log in kısmından giriş yapmalısınız.**

**When you open the OLA homepage, you should log in using the "log in" section in the upper right corner.**



The screenshot shows the OLA homepage. The browser address bar displays 'learning-agreement.eu'. The navigation bar includes the OLA logo, 'ABOUT', and 'FAQ'. A 'LOG IN' button is located in the upper right corner, highlighted by a red arrow. The main content area features a large heading 'Online Learning Agreement' and a text box that reads: 'Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities. This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.'

# Online Learning Agreement

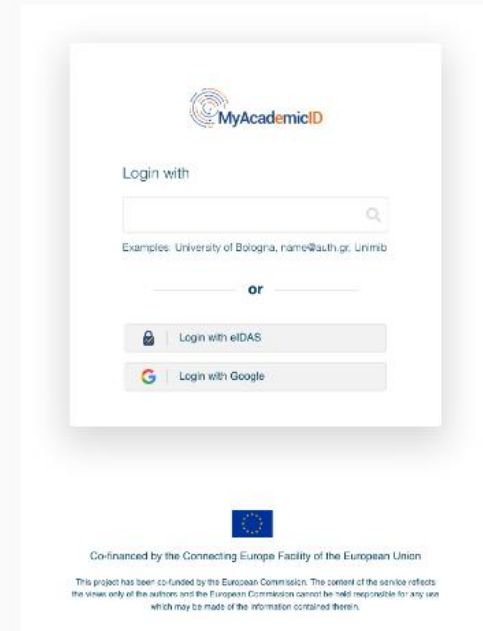
Log in'e bastıktan sonra girişı «log in with MyAcademicID» ile yapmalısınız.

**GMAIL İLE YAPMAYIN!**

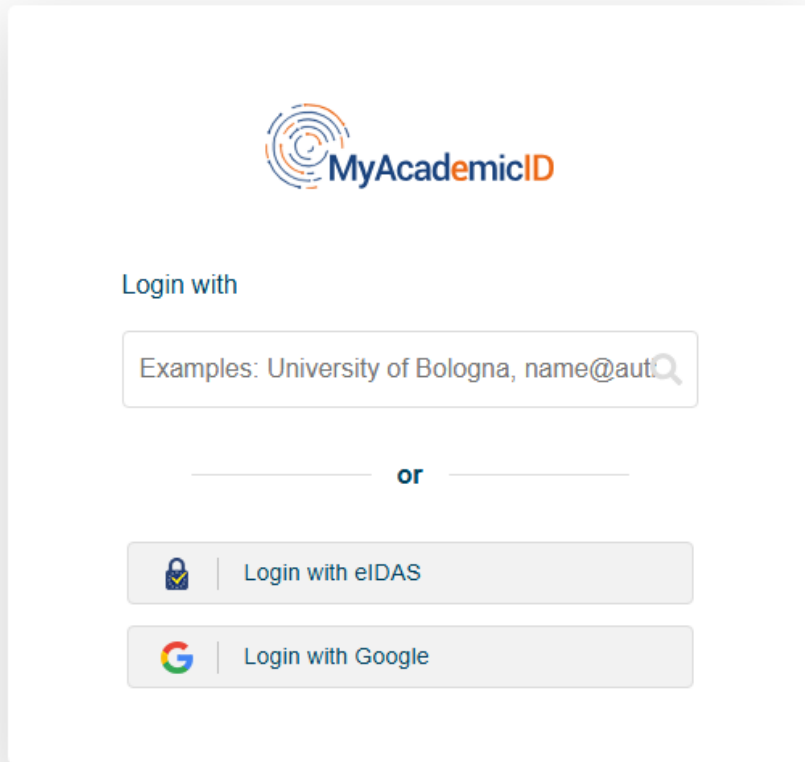
After clicking Log in, you must log in using "log in with MyAcademicID".

**DO NOT USE GMAIL!**

The screenshot shows the OLA website interface. At the top, there is a navigation bar with the OLA logo, 'ABOUT', and 'FAQ'. On the right, there is a 'LOG IN' link. The main content area is titled 'My account'. A red arrow points to a button labeled 'Log in with MyAcademicID'. Below this is a video player with the title 'Logging into your Online Learning Agreement' and a thumbnail showing a person sitting at a desk. The video player includes logos for EUP 2020 and the European University Foundation, and a YouTube logo with the text 'izlemek için: YouTube'. Below the video player, there is a list of login options: 'eduGAIN (your academic credentials)', 'eIDAS (national ID)', and 'Google login'. At the bottom of the page, there is a footer with social media icons for Twitter, Facebook, Instagram, and YouTube, and the text 'IAUKampus' and 'istanbulaydinuniversitesiv'.



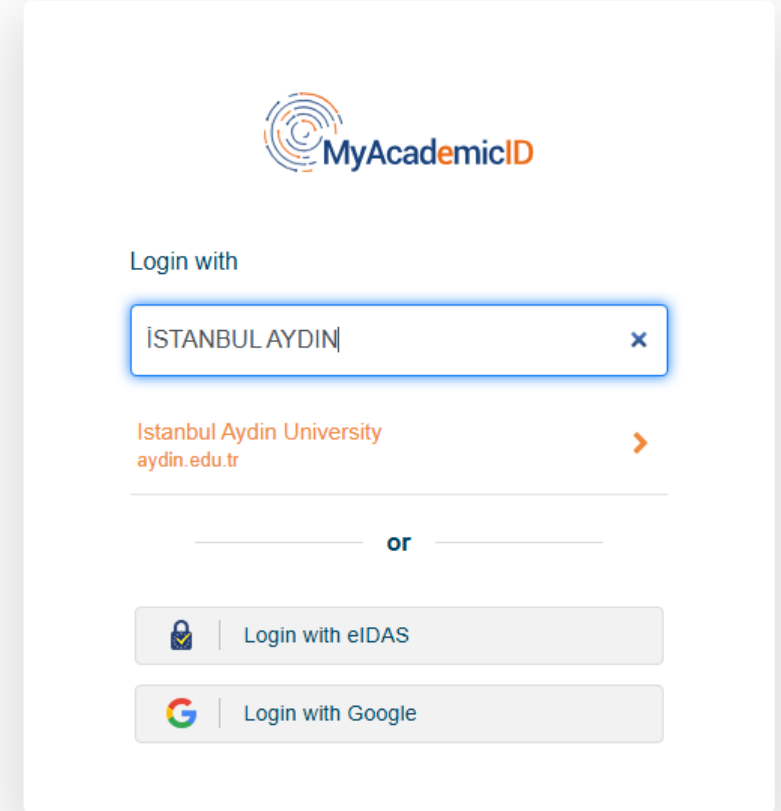
# Online Learning Agreement



The image shows the MyAcademicID login interface. At the top, there is the MyAcademicID logo. Below it, the text "Login with" is displayed. A search input field contains the text "Examples: University of Bologna, name@aut" with a magnifying glass icon. Below the search field, there is a horizontal line with the word "or" in the center. Underneath, there are two buttons: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).

**Üniversitenin ismini yazdıktan sonra İstanbul Aydın Üniversitesi'ni seçerek ilerlemelisiniz.**

**After typing the university's name, you should select Istanbul Aydın University and proceed.**



The image shows the MyAcademicID login interface after the university name has been entered. The search input field now contains "İSTANBULAYDIN" with a close button (X) on the right. Below the search field, the text "Istanbul Aydın University" and "aydin.edu.tr" is displayed with an orange arrow pointing to the right. Below this, there is a horizontal line with the word "or" in the center. Underneath, there are two buttons: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).

# Online Learning Agreement

**Sistem otomatik olarak UBIS bilgilerinizi gireceğiniz sayfaya yönlendirecek. Ardından giriş yapabilirsiniz.**

**The system will automatically redirect you to the page where you will enter your UBIS information. You can then log in.**



İSTANBUL AYDIN  
ÜNİVERSİTESİ

Türkçe

## Kullanıcı adı ve şifrenizi giriniz

Bir servis (**MyAcademicID IAM Service**) kendinizi doğrulamanızı istedi. Lütfen aşağıdaki forma kullanıcı adınızı ve şifrenizi giriniz.

Kullanıcı adı

Şifre

Giriş

- UBIS kullanıcı adınızı, kullanıcı adı olarak ve UBIS şifrenizi şifre olarak kullanın.
- Şifrenizi [buradan](#) sıfırlayabilirsiniz.



Hesabım kısmından kişisel bilgilerinizi girerek kaydetmelisiniz.

Ardından OLA hazırlamak için süreç başlayacak.

You must register by entering your personal information in the My Account section.

Then the process to prepare the OLA will begin.

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

## My account

VIEW EDIT

### My Personal Information

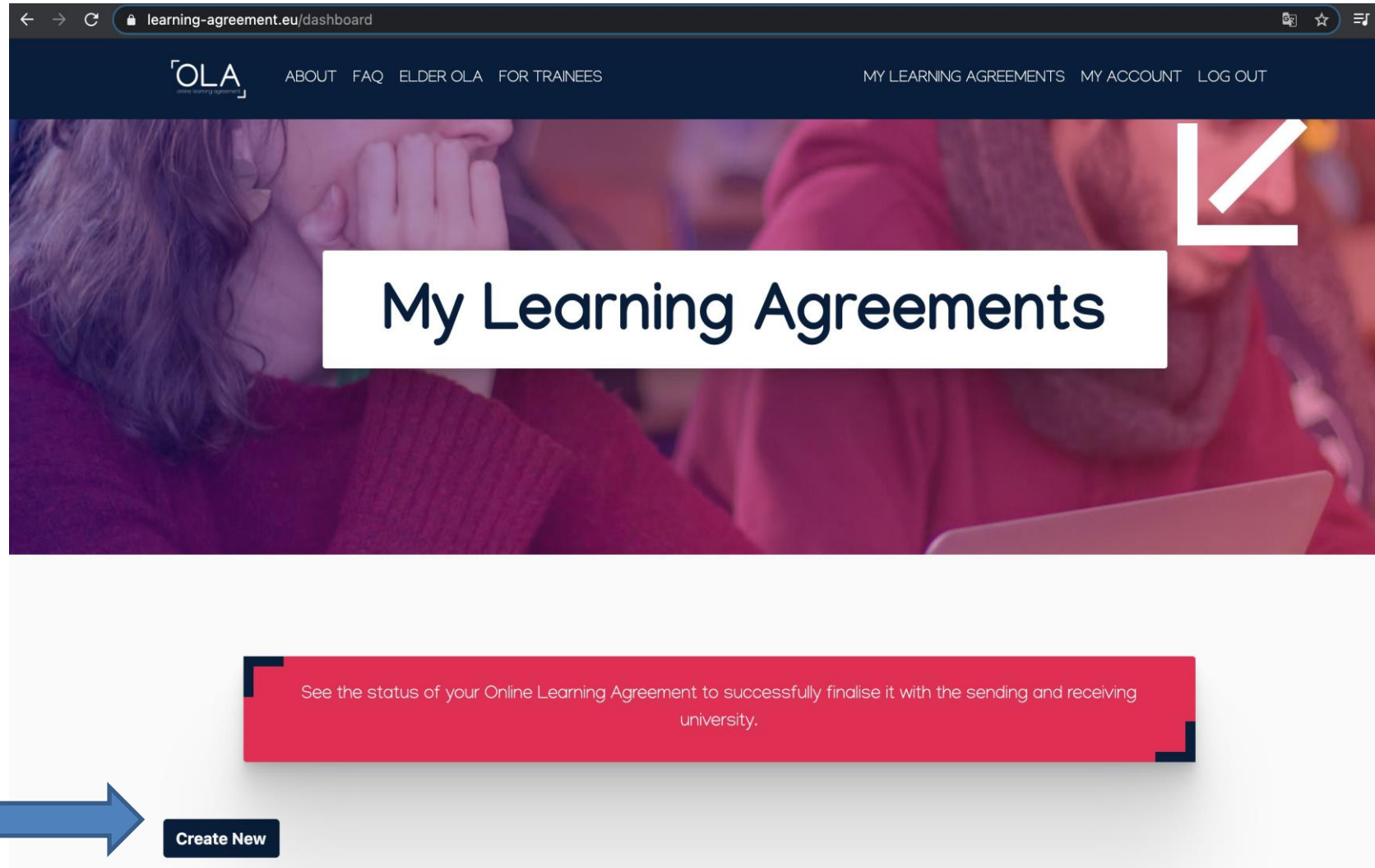
Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="gg.aa.yyyy"/>	<input type="text" value="Male"/>	<input type="text" value="Turkey (428)"/>
Field of education *	Study cycle *	
<input type="text" value="Education science (0111) (735)"/>	<input type="text" value="Doctorate or equivalent third cycle (EQF level 8) (21)"/>	

I have read and agree to the Terms and Conditions and Privacy Policy \*  
[Terms and Conditions](#) and [Privacy Policy](#)

**Save**

**Create New**  
kısmından OLA'nızı  
oluşturmaya  
başlayabilirsiniz.

**You can start creating**  
your OLA by clicking  
on **Create New**.



The screenshot shows the OLA dashboard at learning-agreement.eu. The page features a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area has a background image of students and a large white box with the text 'My Learning Agreements'. Below this, there is a red box with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' At the bottom, a blue arrow points to a 'Create New' button.

**Semester mobility seçeneğini seçerek ilerlemelisiniz.**

**You must proceed by selecting the Semester Mobility option.**



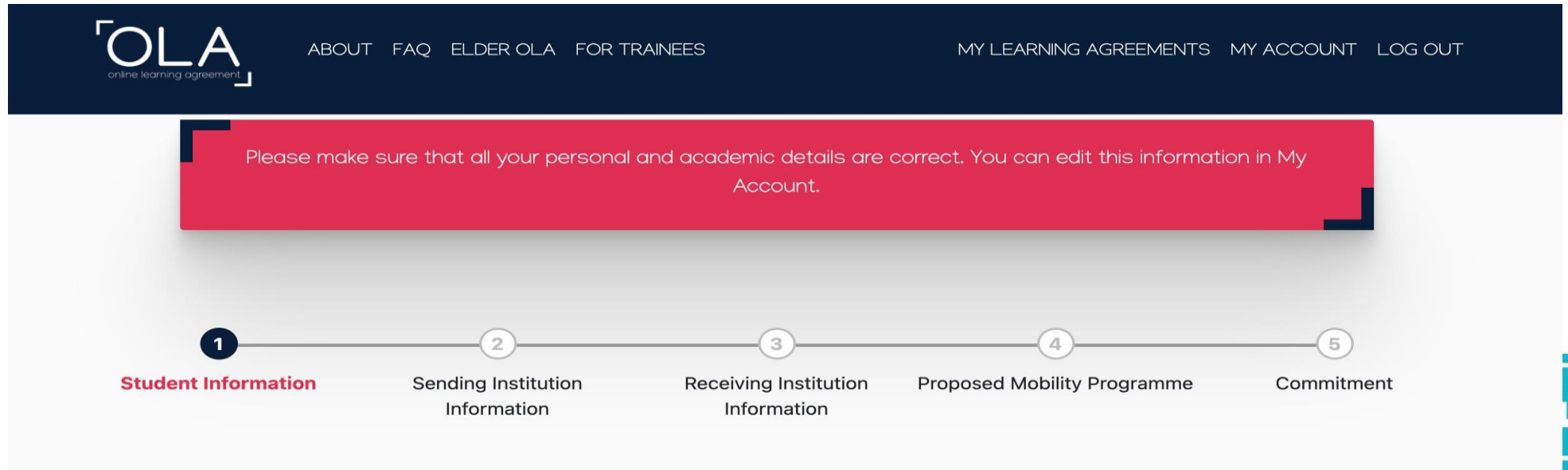
# Online Learning Agreement

Toplamda 5 aşamadan oluşan hazırlama süreci vardır.

- 1- kişisel bilgileriniz
- 2- İAÜ bilgileri
- 3- Karşı kurumun bilgileri
- 4- Ders bilgileri
- 5- İmza

The preparation process consists of a total of 5 stages.

- 1- Personal information
- 2- IAU information
- 3- The host institution's information
- 4- The courses
- 5- Signature



2026- 2027 akademik yılını seçiniz.



Ad, soyad, mail gibi kişisel bilgilerinizi tamamlayınız.



Field of Education: transkriptinizde üst kısımda yer alan ISCED kodu olarak geçer.

Study cycle: Lisans için first cycle, ön lisans için short cycle, YL ve doktora için third cycle



learning-agreement.eu/la/0

**OLA**  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year \*

**Student**

First name(s) \* Last name(s) \*

Email \*

Date of birth \* Gender \* Nationality \*

Field of Education \* Study cycle \*

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Please select the 2026-2027 academic year.



learning-agreement.eu/la/0

OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year \*

[Dropdown menu]

Please complete your personal information, such as name, surname, and email.



Student

First name(s) \* [Input field]

Last name(s) \* [Input field]

Email \* [Input field]

Date of birth \* [Input field: gg.aa.yyyy] [Calendar icon]

Gender \* [Dropdown menu: Male]

Nationality \* [Dropdown menu: Turkey (428)]

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \* [Dropdown menu: Education science (0111) (735)]

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle \* [Dropdown menu: Doctorate or equivalent third cycle (EQF level 8)]

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Field of Education: This appears as the ISCED code at the top of your transcript.

Study cycle: For the Bachelor's first cycle, for the associate degree short cycle, for the master's and doctoral third cycle



# Online Learning Agreement



[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year \*

2026/2027

Sending

Sending Institution

Country \*

Country of the institution

TURKEY/TÜRKİYE

Name \*

Name of the institution

ISTANBUL AYDIN  
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**OLA** online learning agreement | ABOUT | FAQ | ELDER OLA | FOR TRAINEES | MY LEARNING AGREEMENTS | MY ACCOUNT | LOG OUT

**Sending responsible:  
MARIANA**

**ASTEFANOAIE**

**ERASMUS INSTITUTIONAL  
COORDINATOR**

[erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr)

**00904441428**

**Sending Responsible Person**

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

**Sending Administrative Contact Person**

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

**Sending admin:  
MARIANA**

**ASTEFANOAIE**

**ERASMUS  
INSTITUTIONAL  
COORDINATOR**

[erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr)

**00904441428**





Academic year \*

## Receiving

### Receiving Institution

Country \*

Country of the institution

Name \*

Name of the institution

### Receiving Responsible Person

First name(s) \*

Last name(s) \*

### Receiving Administrative Contact Person

First name(s)

Last name(s)

SIZE KABUL EDİLEN KURUMUN ADI VE ÜLKESİ;

HOST INSTITUTION INFORMATION (Name and Country)

SIZE KABUL EDİLEN KURUMUN ERASMUS WEB SAYFASINDAN BU BİLGİLERİ ULAŞABİLİRSİNİZ;

YOU CAN FIND THIS INFORMATION ON THE ERASMUS WEBSITE OF THE INSTITUTION THAT HAS ACCEPTED YOU;



# Online Learning Agreement

Dersleri eklemek için her dersi tek tek «add component» kısmından eklemelisiniz.

KARŞI KURUMUN  
AKADEMİK  
TAKVİMİ TARİHLERİ  
YAZMALISINIZ;

1 Student Information    2 Sending Institution Information    3 Receiving Institution Information    4 Proposed Mobility Programme    5 Commitment

Preliminary LA

Planned start of the mobility \*

Planned end of the mobility \*

**Table A - Study programme at the Receiving institution \***

*No Component added yet.*

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

İNGİLİZCE/ ENGLISH

The level of language competence \*

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Partner Üniversitede alınacak olan dersler

DİL YETERLİLİĞİNİZ



# Online Learning Agreement

To add courses, you must add each course individually using the "add component" section.



**Preliminary LA**

Planned start of the mobility \*

Planned end of the mobility \*

**Table A - Study programme at the Receiving institution \***

No Component added yet.

**Add Component to Table A** **COMPLETE WITH HOST INSTITUTION SELECTED COURSES**

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

**ENGLISH**

The level of language competence \*

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**YOU SHOULD WRITE THE DATES ACCORDING TO THE ACADEMIC CALENDAR OF THE HOST INSTITUTION**

**LANGUAGE PROFICIENCY**





Table A - Study programme at the Receiving institution \*

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; padding: 5px;"><p>✓ - Select a value -</p><p>First semester (Winter/Autumn)</p><p>Second semester (Summer/Spring)</p><p>First trimester</p><p>Second trimester</p><p>Full academic year</p></div>

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

DERS ADI;  
COURSE  
NAME

DERS  
KODU VE  
AKTS;  
COURSE  
CODE AND  
ECTS

KARŞI KURUMDA  
ALACAĞINIZ DERSLERİLE  
DOLDURULMASI  
GEREKMEKTEDİR;

**COMPULSORY TO  
COMPLETE WITH  
SELECTED COURSES  
FROM HOST INSTITUTION**

DÖNEMİ;  
SEMESTER



# Online Learning Agreement

Table B kısmında İAÜ bilgileri ve dersleri yer alır.

Ders kataloğumuzun bulunduğu EBS sisteminin linkini buraya eklemelisiniz.

<https://ebs.aydin.edu.tr/>

Ardından İAÜ'deki derslerinizi eklemek için her ders için ayrı ayrı olmak üzere «add component» basmalısınız.



## Table B - Recognition at the Sending institution \*

No Component added yet.

Add Component to Table B

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous

Next

# Online Learning Agreement

Table B contains information about IAU and its courses. You should add the link to our course catalog from the EBS system here.

<https://ebs.aydin.edu.tr/>

Next, to add your courses at IAU, you must click "add component" for each course separately.



## Table B - Recognition at the Sending institution \*

No Component added yet.

Add Component to Table B

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous

Next

## Table C: virtual components

Your Online Learning Agreement has been updated. x

- 1 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Proposed Mobility Programme
- 5 Virtual Components
- 6 Commitment

Academic year \*

2021/2022

**Table C**

No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous Next

BU ALANI DOLDURMAYIN

DO NOT FILL THIS AREA

Please, do not fill in this table



# Online Learning Agreement

## Commitment and Signature

Son aşama olarak imzanızı dijital olarak atarak «sign and send to...» seçeneğini işaretlemelisiniz. Ardından bizim sistemimize düşecektir.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year \*  
2021/2022

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary 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 are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Sign you OLA here!

After signing the document, click here to obtain your coordinators' signatures. You can check the status of your LA from your account and download a pdf copy of it. Once the document is signed, you will receive a confirmation email.

**ATTENTION:** the OLA can be rejected by the coordinators. In this case, you will receive an email to update the document and will have to repeat the procedure.

# Hareketlilik Öncesi Gerekli Evraklar KABUL MEKTUBU

ISTANBUL AYDIN UNIVERSITY

Karşı kurumun Application prosedürlerini ve Online Learning Agreement'ı tamamladıktan sonra size gönderilecek olan kabul mektubunu beklemelisiniz. Bu süre kurumdan kuruma farklılık göstermektedir.

Hareketlilik Başlangıç ve Bitiş Tarihleri Mutlaka Gün/Ay/Yıl olarak belirtilmeli

**After completing the application procedures and the Online Learning Agreement (OLA) at the host institution, you should wait for the acceptance letter that will be sent to you. This process differs from institution to institution.**

**Mobility start and end dates must be specified as day/month/year.**

  
**hochschule aschaffenburg**  
university of applied sciences

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	[REDACTED]
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



Hochschule für angewandte Wissenschaften • Fachhochschule Aschaffenburg • Würzburger Straße 45 • D-63743 Aschaffenburg  
Tel. +49 (0)6021-4206-0 Fax +49 (0)6021-4206-600 E-Mail: info@h-ab.de • www.h-ab.de

## VİZE RANDEVUSU HAKKINDA ÖNEMLİ BİLGİLENDİRMELER

- Approval Form, OLA ve Kabul Mektubu belgelerinin tamamlanmasının ardından vize randevusu alabilirsiniz.
- Vize başvuruları tamamen bireysel yürütülür.
- Öğrenim hareketliliği için Uzun Dönem D Tipi Ulusal Vize kategorisine başvurmanız gerekir.
- Vize randevusu öncesinde konsolosluk tarafından istenilen belgelerin hazır olduğundan emin olun.
- **Vize randevunuza gitmeden önce, TurnaPortal üzerinden QR kodlu vize destek yazısını almanız gerekmektedir.**

## IMPORTANT INFORMATION REGARDING VISA APPOINTMENTS

- You can schedule a visa appointment after completing the Approval Form, OLA, and receiving the Acceptance Letter documents.
- Visa applications are done individually.
- For study mobility, you must apply for a Long-Term Type D National Visa.
- Make sure you have all the documents requested by the consulate ready before your visa appointment.
- **Before attending your visa appointment, you must obtain a QR-coded visa support letter through TurnaPortal**



# TurnaPortal'dan QR kodlu vize yazısı

İlan Adı	Son Başvuru Tarihi	Başvuru Durum	Başvuru Sonuç	İşlemler
test	19.04.2023 23:59			
İLAN AD	31.01.2023 23:59	Tamamlanmış		 

TurnaPortal'dan bireysel hesabınızda bulunan **Başvurularım** sayfasında ilgili başvurunuzda, vize yazısı talep etmeniz için bir buton görünecektir. Eğer, değerlendirme ve yerleştirme süreci bitmiş başvurunuzda buton görünmüyor ise Ofisimiz ile iletişime geçebilirsiniz.

**Önemli! Karışı kurumdan Kabul mektubu gelmeden ve Ofisimiz ile paylaşmadan, QR kodlu vize yazısı alamayacaksınız. 24 saat içerisinde en fazla 1 belge üretebilirsiniz.**

**TURQUALITY®**

# QR Visa Letter from TurnaPortal

İlan Adı	Son Başvuru Tarihi	Başvuru Durum	Başvuru Sonuç	İşlemler
test	19.04.2023 23:59			
İLAN AD	31.01.2023 23:59	Tamamlanmış		 

On your TurnaPortal individual account, in the **"My Applications" page**, you will see a button to request a visa letter for your relevant application. If the button does not appear on your application after the evaluation and placement process is complete, you can contact our Office.

**Important! You will not be able to obtain a QR code visa letter until you receive the acceptance letter from the host institution and share it with our office.**

**You can produce a maximum of 1 document within 24 hours.**



# TurnaPortal'dan QR kodlu vize yazısı

Kurum logo alanında; kayıtlı olduğunuz kuruma ait logo olacaktır.

Eğer eksik veya yanlış bilgi var ise Ofisimiz ile iletişime geçebilirsiniz.

Ürettiğiniz belgenin sağ alt tarafında doğrulama amaçlı karekod yer alacaktır.

The document you produce will look like this template. In the institution logo area, there will be the logo of IAU.

If there is any missing or incorrect information, you can contact our Office.

A QR code for verification purposes will be located in the lower right corner of the document you produce.

Subject: Erasmus+ Program Participants' Visa Application

dd/mm/yy

TO THE EMBASSY OF (Name of the Country) IN TÜRKİYE  
(VISA SECTION)

To Whom It May Concern,

This is to certify that, the participant whose personal and educational professional details are given below has been admitted as an Erasmus+ student/staff within the framework of Erasmus+ Programme, Key Action 1: Mobility of Higher Education Students and Staff.

Name & Surname :  
Date of Birth | :  
National Identity No :  
Sending University & Department :  
Receiving University / Organisation :  
Receiving Country :  
Type of Mobility :  
Planned Dates of Mobility : dd/mm/yyyy- dd/mm/yyyy  
Approved Mobility Grant (Total) :

During his/her stay, the participant will be supported by the Erasmus+ Programme grant for the above stated amount, as a contribution to his/her costs for travel and subsistence which will be legally stated and agreed on the grant agreement bilaterally signed between the participant and our University, prior to the mobility.

Therefore, your kind help and positive consideration will be much appreciated for facilitating the visa procedure for Mr/Ms (Name- Surname).

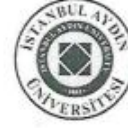
Yours Sincerely,

Karekod

# Hareketlilik Öncesi Gerekli Evraklar Vize Randevusu ve Vize Yazısı Alternatif olarak

ISTANBUL AYDIN UNIVERSITY

Evrak Tarih ve Sayısı: 22.12.2025-177276



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



Number : E-61448679-310.01.01-177276  
Subject : For Visa Application ( [redacted] )

22.12.2025

TO THE CONSULATE GENERAL OF SPAIN IN TÜRKİYE

This is to certify that [redacted] who was born on [redacted], is a student of Istanbul Aydın University, ANADOLU BİL VOCATIONAL SCHOOL OF HIGHER EDUCATION, Department of APPLIED SPANISH-TURKISH TRANSLATION.

[redacted] will attend an Erasmus+ Study Mobility from February 9, 2026 till August 16, 2026 at UNIVERSIDAD DE CORDOBA, Spain within the framework of European Commission's Erasmus+ Program.

[redacted] will not pay any tuition fees to the host institution and will receive 3435 (THREE THOUSAND FOUR HUNDRED THIRTY FIVE) Euro total grant to cover her 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 her visa process.

With our thanks and kindest regards,

Öğr. Gör. Mariana ASTEFANOAIÉ  
Coordinator

## VİZE YAZISI

- 15 gün geçerliliği vardır
- Gideceğiniz kurum adı, hibe miktarı (hibeliyseniz), orada bulunacağınız tarihler ve kişisel bilgiler yer almaktadır.
- Belgeyi vize randevunuzdan önce ofisimizden alıp randevu günü orijinalini konsolosluga götürmelisiniz.
- Belgeyi ofisimizden almadan 5 gün önce bize mail atarak hazırlanması için talepte bulunmalısınız.

## VISA SUPPORT LETTER

- It is valid for 15 days.
- The document includes the name of the institution you will be attending, the grant amount (if you are with a grant), your dates of stay, and personal information.
- You must take the original document from our office before your visa appointment to the consulate on the day of your appointment.
- You must request the Erasmus Office to prepare it by emailing us 5 days before picking it up from our office.

**Vizeniz onaylandıktan sonra ofisimize aşağıdaki belgeleri getirmeniz gerekmektedir;**

- Seyahat Sağlık Sigortası
- Yapı Kredi Euro Hesap Cüzdanı
- OLS sınav sonucu
- Vizenin ve Pasaportun ilk sayfasının fotokopisi

**Once your visa has been approved, you will need to bring the following documents to our office:**

- Travel Health Insurance
- Yapı Kredi Euro Account Passbook
- OLS exam result
- Photocopies of the visa and the first page of the passport.

# Seyahat Sağlık Sigortası

Erasmus süreciniz boyunca yaşayabileceğiniz kaza, hastalık gibi durumlarda oluşacak masraflardan **üniversiteler veya Ulusal Ajans sorumlu değildir**. Bu nedenle **seyahat ve sağlık sigortası yaptırmanız zorunludur**.

SGK'dan alacağınız "acil haller kapsamında sağlık yardım belgesi" (ör. TR-CZ111, AT/11) yalnızca ilgili ülkede ve **devlet hastanelerinde geçerlidir**. Yurt dışında tam kapsamlı koruma sağlamaz. Bu yüzden **özel sağlık sigortası yaptırmanız şarttır**.

👉 Sigorta yaptırırken dikkat etmeniz gerekenler:

- Poliçe, yurt dışında kalacağınız **tüm tarihleri kapsamalıdır**
- Minimum teminat: **30.000 Euro**
- **Salgın hastalık teminatı** mutlaka kontrol edilmelidir

SGK anlaşmalarını kontrol etmek için:

[http://www.sgk.gov.tr/wps/portal/sgk/tr/emekli/yurtdisi\\_islemler/yurtdisi\\_saglik\\_islemleri](http://www.sgk.gov.tr/wps/portal/sgk/tr/emekli/yurtdisi_islemler/yurtdisi_saglik_islemleri)

TURQUALITY®

# Travel Health Insurance

During your Erasmus mobility, universities or the National Agency are not responsible for any expenses arising from situations such as accidents or illness. Therefore, it is mandatory to obtain travel and health insurance.

The “health assistance certificate for emergency cases” obtained from SGK (e.g., TR-CZ111, AT/11) is **valid only in the relevant country and in public hospitals**. It does not provide full coverage abroad. For this reason, obtaining private health insurance is essential.

## 👉 Things to consider when purchasing insurance:

- The policy must cover **the entire duration** of your stay abroad
- Minimum coverage must be **30,000 Euros**
- Coverage for epidemics/pandemics must be carefully checked

To check SGK agreements:

[http://www.sgk.gov.tr/wps/portal/sgk/tr/emekli/yurtdisi\\_islemler/yurtdisi\\_saglik\\_islemleri](http://www.sgk.gov.tr/wps/portal/sgk/tr/emekli/yurtdisi_islemler/yurtdisi_saglik_islemleri)

The logo for TURQUALITY, featuring the word "TURQUALITY" in a bold, sans-serif font with a registered trademark symbol, set against a teal background with a white border.

Hibemiz, **Yapı Kredi Bankası hesabından** tarafınıza aktarılacaktır. Kesinti yaşamamak için **Yapı Kredi’de vadesiz Euro hesabı açmanız önerilir**. Ancak bazı diğer bankalar da masrafsız transfer imkânı sunabilmektedir.

👉 Dikkat etmeniz gerekenler:

- Hesap **kendi adınıza** ve **Türkiye’deki bir bankada** açılmalıdır
- **Ortak hesap** açmanız tavsiye edilir (ilk isim siz, ikinci isim güvendiğiniz kişi olmalı)
- Bankanızın, gideceğiniz ülkede **şube veya anlaşmalı banka ağı** olup olmadığını araştırın
- **Transfer ücretleri ve işlem sürelerini** önceden öğrenin

Yurt dışında Euro çekimi yaparken **hangi bankanın daha az masraf ve daha kolay erişim sağladığı** ülkeden ülkeye değişir. Bu nedenle gitmeden önce detaylı araştırma yapmanız önemlidir.

**TURQUALITY**<sup>®</sup>

Your grant will be transferred to you via a **Yapı Kredi Bank account**. To avoid any deductions, it is recommended that you open a current (demand) Euro account at Yapı Kredi. However, some other banks may also offer transfers without additional fees.

👉 Things to consider:

- The account must be in your name and opened at a bank in Türkiye
- It is recommended to open a joint account (your name first, and a trusted person as the second account holder)
- Check whether your bank has branches or partner banking networks in your destination country
- Learn about transfer fees and processing times in advance

When withdrawing Euros abroad, the bank that offers the lowest fees and easiest access may vary from country to country. Therefore, it is important to do some research before your departure.



OLS – EU Academy, Avrupa Komisyonu tarafından Erasmus+ öğrencilerine sunulan **ücretsiz ve çevrimiçi dil destek platformudur.**

🔗 Dil seviye testi:

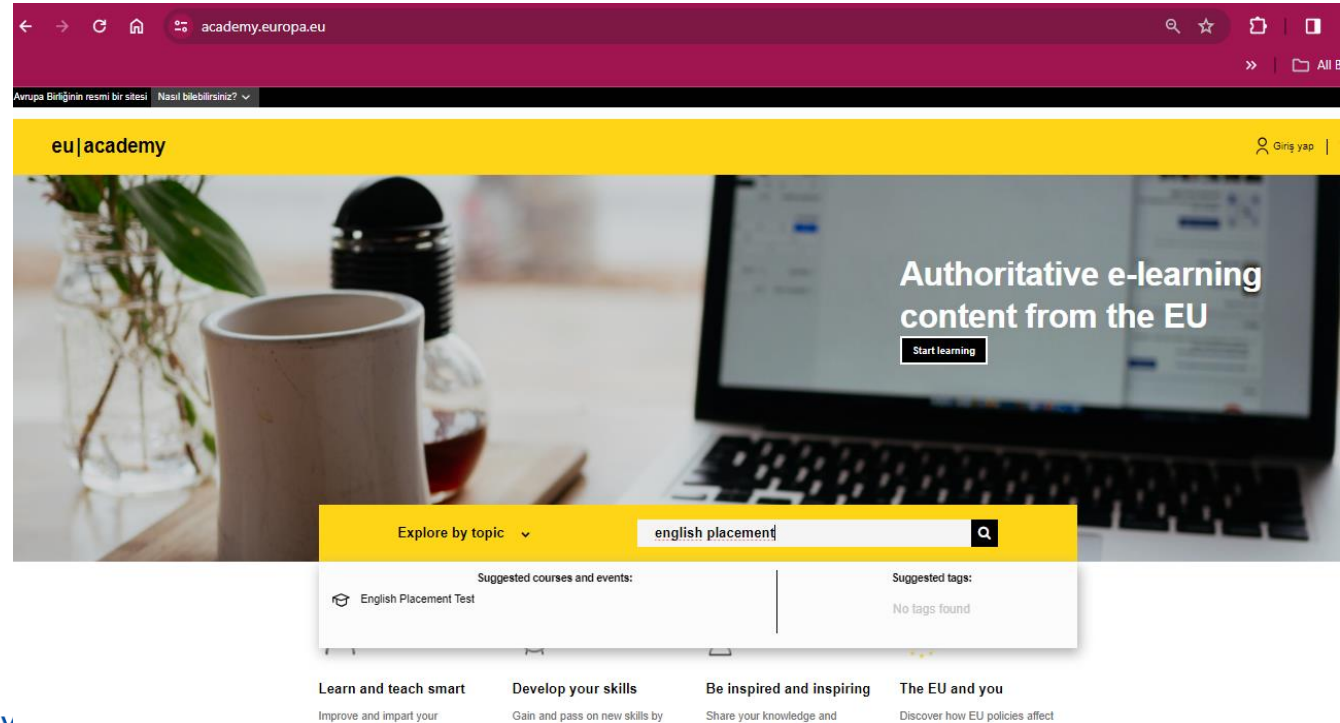
<https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

👉 Temel amaç:

Erasmus+ programının, öğrencilerin **dil gelişimine katkısını ölçmek**

👉 Bilmeniz gerekenler:

- Sınav sonucunu **erasmusoutgoing@aydin.edu.tr** adresine iletmeniz gerekmektedir
- Dil seviyesi sonucu, **Erasmus hareketliliğinizi etkilemez**
- Ancak sınavın **dikkatli ve özenli şekilde yapılması önerilir**



**OLS – EU Academy** is a free online language support platform offered by the European Commission to Erasmus+ students.

📎 English Placement Test:

<https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

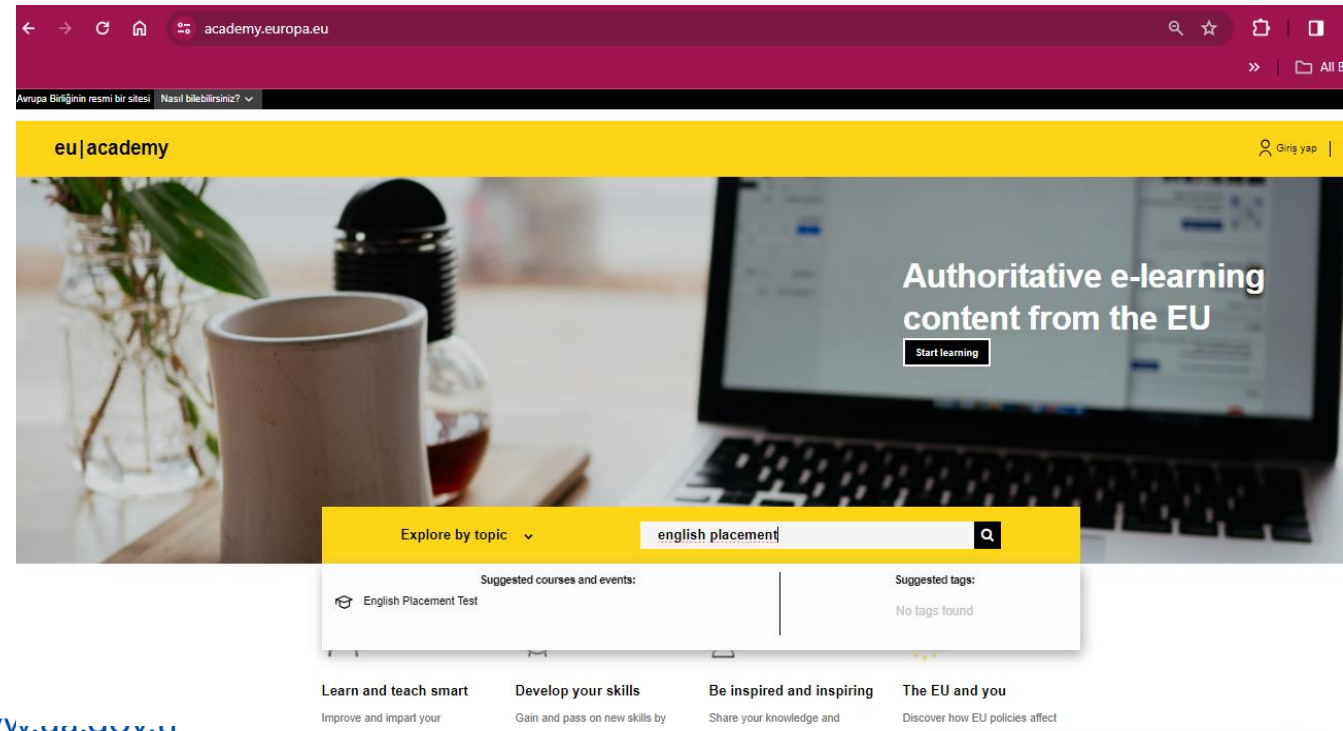
👉 Main Purpose:

Measuring the contribution of the Erasmus+ program to students' language development.

👉 What you need to know:

**You have to share the exam results with this email: [erasmusoutgoing@aydin.edu.tr](mailto:erasmusoutgoing@aydin.edu.tr)**

The results will not affect your Erasmus mobility. However, it is recommended that the exam be conducted carefully.



Vizeniz onaylandıktan sonra ofisimize gelerek Erasmus hibe sözleşmenizi imzalamanız gerekmektedir. Hibeli ve hibesiz öğrencilerimizin hepsi sözleşmeyi imzalamak zorundadır.

Sözleşmelerde ıslak imza olmalıdır. Gitmeden önce evraklarınızı mail üzerinden bize iletip ardından imzalamak için ofisimizi ziyaret etmelisiniz.

Sözleşmenin bir kopyası öğrencilerle paylaşılacaktır.

**SÖZLEŞME İMZALAMADAN HAREKETLİLİĞE BAŞLAYAN  
ÖĞRENCİLERİN HAREKETLİLİKLERİ İPTAL EDİLECEKTİR!**

Once your visa is approved, you need to come to our office to sign your Erasmus agreement. All students, both those receiving grants and those not, are required to sign the agreement.

Agreements must have a wet signature. Before you leave, please send us your documents via email and then visit our office to sign them.

A copy of the agreement will be shared with the students.

**STUDENTS WHO START THEIR MOBILITY WITHOUT  
SIGNING A CONTRACT WILL HAVE THEIR MOBILITY  
CANCELLED!**

**TURQUALITY**<sup>®</sup>

- Kabul mektubu
- İmzalı Online Öğrenim Anlaşması (Learning Agreement)
- Approval form
- Vadesiz Yapıkredi Euro Hesabı(Fotokopisi)\*
- Pasaport ve Vize (Fotokopisi)
- Seyahat Sağlık Sigortası (Öğrencinin yurtdışında olduğu tarihleri kapsayan/ Min. 30.000 Euro teminatlı)
- Erasmus Sözleşmesi
- Uçak Bileti
- OLS sınav sonucu

- Acceptance Letter
- Signed Online Learning Agreement (OLA)
- Approval form
- Yapıkredi Bank Account (Euro) (Photocopy)\*
- Passport and Visa (Photocopy)
- Travel Health Insurance (covering the student's stay abroad / Minimum coverage of €30,000)
- Erasmus agreement
- Flight Tickets
- OLS exam result

\*Hesap cüzdanı hibeli öğrenciler içindir.

\*This account booklet is for students with grants.



Proje No: 2025-1-TR01-KA131-HED-000306298

Ülke grupları	Misafir Olunacak Ülke	Aylık Hibe Öğrenim (Avro)	Aylık Hibe Staj (Avro)
1. ve 2. Grup Ülkeler	Almanya, Avusturya, Belçika, Çek Cumhuriyeti, Danimarka, Estonya, Finlandiya, Fransa, Güney Kıbrıs Rum Yönetimi, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Letonya, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Slovakya, Slovenya, Yunanistan	600	750
3. Grup Ülkeler	Bulgaristan, Hırvatistan, Kuzey Makedonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan,	450	600

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Project No: 2025-1-TR01-KA131-HED-000306298

Country groups	The Country to Be Visited	Monthly Tuition Grant (Euro)	Monthly Grant for Internship (Euro)
1. ve 2. Group Countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece	600	750
3. Group Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	450	600



# HİBELER VE ÖDEME SÜREÇLERİ

Seyahat hibesi, iki şehir arasındaki mesafeye göre hesaplanır ve **gidiş-dönüş toplamını kapsar** (ikiyle çarpılmaz).

**500 km altı** mesafelerde düşük emisyonlu ulaşım önerilir

## Yeşil seyahat:

Otobüs, tren veya paylaşımlı araç ile yapılan seyahattir.

Destek için gidiş-dönüşte kullanılmalı ve yolun **%50'den fazlası** bu şekilde olmalıdır.

## Ek destek:

Standart seyahat: **en fazla 2 gün**

Yeşil seyahat: **en fazla 6 gün**

## Seyahat Hibesi & Yeşil Seyahat

Seyahat Mesafesi	Standart Seyahat Hibe Tutarı (Avro)	Yeşil Seyahat Hibe Tutarı (Avro)
10 - 99 KM	28	56
100 - 499 KM	211	285
500 - 1999 KM	309	417
2000 - 2999 KM	395	535
3000 - 3999 KM	580	785
4000 - 7999 KM	1188	1188
8000 KM/ veya daha fazla	1735	1735

**Önemli! Faaliyet günü ile seyahat günü aynı ise, seyahat için ayrıca bireysel hibe desteği verilmeyecektir.**

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# GRANTS AND PAYMENT PROCESSES

The travel support is calculated based on the distance between the two cities and covers **the total round-trip cost** (not multiplied by two). Low-emission transportation is recommended for distances **under 500 km**.

 **Green travel :**

This refers to travel by bus, train, or shared vehicle. It must be used for both directions(go and return journeys), and **more than 50%** of the trip must be made this way.

 **Additional support :**

Standard travel: **maximum 2 days**

Green travel: **maximum 6 days**

## Travel Grant & Green Travel

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10 - 99 KM	28	56
100 - 499 KM	211	285
500 - 1999 KM	309	417
2000 - 2999 KM	395	535
3000 - 3999 KM	580	785
4000 - 7999 KM	1188	1188
8000 KM/ or more	1735	1735

**Important! If the activity day and the travel day coincide, no separate individual grant support will be provided for travel.**



**GİTMEDEN ÖNCE TOPLAM HİBENİZİN (SEYAHAT DESTEĞİ DAHİL) %80'LİK KISMI DÖNÜŞTE İSE KALAN %20'LİK ÖDEMENİZ HESABINIZA YATAR.**

**BEFORE YOU LEAVE, YOU GET 80% OF YOUR PAYMENT (INCLUDING TRAVEL SUPPORT), AND AFTER YOUR RETURN, YOU GET THE 20% PAYMENT.**

**DÖNDÜKTEN SONRA:**

**%20 LİK ÖDEMENİN YATMASI İÇİN;**

- **ALINAN KREDİNİN EN AZ 1/2 SİNDEN BAŞARILI OLMAK (30 kredi aldıysanız 15'inden geçmiş olmak)**

**%20 ÖDEMENİZ HESAPLANIRKEN KATILIM SERTİFİKA TARİHLERİ VE UÇAK BİLETLERİ DİKKATE ALINACAKTIR.**

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

- **SUCCESSFULLY COMPLETING AT LEAST HALF OF THE credits taken (If you took out 30 credits, you must have passed 15 of them)**
- **THE REMAINING 20% OF THE GRANT WILL BE CALCULATED ACCORDING TO THE DATES ON YOUR CONFIRMATION OF MOBILITY CERTIFICATE AND FLIGHT TICKETS**

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Hareketlilik türü	İlave Hibe Desteği Miktarı Top-up grant (EURO)
2-12 ay arası öğrenci hareketliliği	Aylık/Monthly 250 €

## Dezavantajlı Öğrenciler İçin İlave Hibe

Dezavantajlı öğrencilere, hak ettikleri hibeye ek olarak **ilave hibe desteği** sağlanabilir.

📌 Başvuru sırasında **belgelerin TURNAPORTAL'a yüklenmesi zorunludur** (yüklenmezse değerlendirilmez).

👉 Kimler yararlanabilir?

- Sosyal hizmet koruması altında olanlar
- Yetim/ölüm aylığı alanlar
- Şehit/gazi yakını veya gazi olanlar
- Kamu kurumlarından **sosyal yardım alanlar**
- **Engelli bireyler**
- Afetzedede yardımı alanlar

⚠️ Not: KYK bursu ve başarı bursları bu kapsamda **sayılmaz**.


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# GRANTS AND PAYMENT PROCESSES

Mobility Type	Additional Grant Support Amount Top-up grant (EURO)
Student mobility lasting 2-12 months	Monthly 250 €

## Additional Grants for Students with disadvantaged background

Students with disadvantages may be provided with additional grant support on top of the grant they are entitled to. (Top-up grant)

 Uploading documents to TURNAPORTAL is mandatory during the application process (if not, it will not be evaluated).

 Who can benefit? Under Turkish law:

Those under social service protection


Those receiving orphan/death pensions

Those who are relatives of martyrs/veterans or who are veterans themselves

Those who receive social support from public institutions

## Students with disabilities

Recipients of disaster aid

 Not: KYK scholarships and merit-based scholarships are not included in this scope.



# HİBELER VE ÖDEME SÜREÇLERİ

## İçerme Desteği

İçerme Desteği, fiziksel/sağlık durumları nedeniyle hareketliliğe katılımı zor olan öğrencilere **ek finansal destek** sağlar.

📌 **Önemli:**

- Sadece **seçilmiş öğrenciler** başvurabilir
- Başvuru, **faaliyet başlamadan önce** yapılmalıdır

👉 **Başvuru için:**

- İçerme Desteği Talep Formu** eksiksiz doldurulmalı
- İhtiyaç ve giderler **açık ve detaylı** belirtilmeli
- Kanıtlayıcı belgeler** eklenmeli (rapor, kart vb.)

📎 **Gerekli belgeler:**

- Engellilik: son 3 ay içinde alınmış rapor / kart
- Kronik hastalık: güncel doktor raporu
- Ev sahibi kurumdan uygunluk belgesi

📄 **Not:**




- Sadece **belgeli ve gerekli harcamalar** karşılanır
- Belgelenmeyen veya aşan harcamalar **kabul edilmez**

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## Inclusive Support

Inclusive Support provides additional financial assistance to students who have difficulty participating in mobility due to physical/health conditions.

 Important:

- Only **selected students** can apply.
- The application must be **submitted before the activity begins**.
-  To apply:
  - **The Inclusive Support Request Form must be completed in full.**
  - Needs and expenses should be clearly and detailed stated.
  - Supporting documents should be attached (report, card, etc.).
-  Required Documents:
  - Disability: report/card obtained within the last 3 months.
  - Chronic illness: current doctor's report
  - Certificate of suitability from the host institution.
-  Note:
  - Only documented and necessary expenses will be covered.
  - Expenses that are undocumented or exceed the allowed limits will not be accepted.



# Yurtdışına Çıkmadan Önce...

- ✓ Kalacağınız yeri mutlaka ayarlayın. (Gerekirse karşı üniversitenin Erasmus+ ofisinden yardım alabilirsiniz)
- ✓ Erasmus+ hibesi hariç mutlaka yanınızda para bulundurun
- ✓ Üniversite, ülke ve şehir hakkında detaylı araştırma yapın. (özellikle acil durumunda aramanız gereken numaralar ve toplu taşıma olanakları)
- ✓ Karşı üniversitenin düzenleyeceği oryantasyon programına mutlaka katılın!
- ✓ Pasaport ve vizenizin, sigortanızın ve konaklamanızın bir kopyasını e-mailinizde tutun
- ✓ İstanbul Aydın Üniversitesi ve ülkemizin bir temsilcisi olduğunuzu aklınızdan çıkarmadan hareket edin!

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# Before Traveling Abroad...

- ✓ Make sure to arrange your accommodation in advance (you can consult the Erasmus+ office at the host university if needed).
- ✓ Always have additional money with you apart from the Erasmus+ grant.
- ✓ Do some research about the university, country, and city (especially emergency contact numbers and public transportation options).
- ✓ Be sure to attend the orientation program organized by the host university!
- ✓ Keep copies of your passport, visa, insurance, and accommodation documents in your email.
- ✓ Always remember that you are a representative of Istanbul Aydın University and your country.

The logo for TURQUALITY, featuring the word "TURQUALITY" in white capital letters on a teal rectangular background with a white border and a registered trademark symbol (®) to the upper right.

## Gerekli Belgeler

- Duration Sheet
- Student Information Form

## DERS DEĞİŞİKLİĞİ VARSA;

- Online Learning Agreement değişiklikleri ve Yeni Tanınma Formu (İLK 1 AYA KADAR YAPILABİLİR)

## UZATMA (Sadece güz dönemi öğrencileri yapabilir);

- Uzatma formu
- Yeni approval form
- Yeni OLA

## Required Documents:

- Duration Sheet
- Student Information Form

## IF THERE ARE ANY COURSE CHANGES;

**Online Learning Agreement changes and new approval form  
(IT CAN BE DONE ONLY IN THE FIRST MONTH)**

## EXTENSION (only for fall students);

- Extension Form
- New approval form
- New OLA

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# Duration sheet- Confirmation of Arrival

ISTANBUL AYDIN UNIVERSITY



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 \_\_\_\_\_ (first name and surname of student)

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

on, Friday 26 / 09 / 2014 (date)

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

**Dr. Christina Kömürcüoğlu**  
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)

Bu form,  
öğrenci karşı  
okula vardığı  
gün doldurulup  
IAU Erasmus+  
ofisine  
gönderilmelidir.

This form should be  
filled out (the day  
the student arrived  
at the host  
institution) by the  
partner university  
and emailed to IAU

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ERASMUS+ STUDENT MOBILITY  
STUDENT INFORMATION FORM



1. Öğrencinin adı ve soyadı,
2. Gittiği ülke,
3. Gittiği üniversite,
4. Eğitim gördüğü fakülte,
5. Eğitim gördüğü bölüm,
6. Erasmus kalacağı ikameti,
7. Erasmus boyunca kullanacağı cep numarası.

1. Student's first and last name,
2. Country of destination,
3. University of destination,
4. Faculty of study,
5. Department of study,
6. Residence address during Erasmus
7. Mobile phone number to be used during Erasmus.

NAME & SURNAME	
HOST COUNTRY	
HOST UNIVERSITY	
FACULTY	
DEPARTMENT	
RESIDENCE (FLAT or DORMITORY)	
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)

Bu form, öğrenci karşı okula vardığı gün doldurulup IAU Erasmus+ ofisine gönderilmelidir.

This form should be filled out by the student and emailed to IAU

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# Changes to Learning Agreement

Yurtdışında bulunduğunuz süre içerisinde bu değişikliklerin takip edilmesi sizin sorumluluğunuzdadır.

"Öğrenim anlaşmasında" yapılacak tüm değişiklikler koordinatörün bilgisi dahilinde **bir ay** içerisinde yapılmalıdır; ÖNCE yeni approval form doldurulacaktır; daha sonra OLA platformunda «Apply changes» fonksiyonu kullanarak sadece silinen ve yeni eklenen dersleri OLA formunuza eklemelisiniz

Değişiklik sonrası bir dönem için 30 ECTS'in altına düşülmemeli!

Değişiklikler İAÜ'deki Erasmus+ bölüm koordinatörünün bilgisi dahilinde yapılmalıdır.

Daha fazla bilgi için:

<https://www.youtube.com/watch?v=DJQrbAD7038>

Sending Institution	Receiving Institution	Status	Created	View or Edit
EXAMPLE	EXAMPLE			<a href="#">Apply Changes</a> <a href="#">Download PDF</a> <a href="#">History</a>

# Changes to Learning Agreement

It is your responsibility to keep up with any changes during your stay abroad.

All changes to the Learning Agreement must be made within one month by consulting your coordinator. FIRST, a new Approval Form must be completed with the required signatures; then, using the “Apply changes” function on the OLA platform, you should add only the deleted and newly added courses to your OLA form.

After the changes, the total credits for a semester must not fall below 30 ECTS!

All changes must be made with the knowledge of the Erasmus+ department coordinator at Istanbul Aydın University.

For further information:

<https://www.youtube.com/watch?v=DJQrbAD7038>

Sending Institution	Receiving Institution	Status	Created	View or Edit
EXAMPLE	EXAMPLE			Apply Changes Download PDF History

1- FAILED SUBJECT FORM (EGER GEÇİLEMEYEN DERS VARSA)

2- RECOGNITION OUTCOMES

3- KATILIM SERTİFİKASI

4- PARTNER ÜNİVERSİTEDEN VERİLEN  
TRANSKRİPT

5- PASAPORT

6-NİHAİ RAPOR

7-UÇAK BİLETİ

1- FAILED SUBJECT FORM (IF ANY COURSES WERE NOT PASSED)

2- RECOGNITION OUTCOMES

3- CERTIFICATE OF CONFIRMATION

4- Transcript provided by partner university.

5- PASSPORT

6- EU SURVEY

7- Flight tickets

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Bu form sadece geçilemeyen ders olur ise kullanılmalıdır ve her ders için ayrı bir form olmalıdır.

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



İSTANBUL AYDIN UNIVERSITY  
INTERNATIONAL RELATIONS DIRECTORATE  
ERASMUS



## 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

Student's Name & Surname

Higher Education Learning Agreement for Studies  
Student's name



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	2	3	4	5	6	1	8		9	1
2						2				
3						3				
4						4				
5						5				
6						6				2
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								

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

This form shows the final version of the courses a student took at the host university, which will be recorded on the IAU transcript after the Erasmus mobility. If any course changes were made, the updated courses must be listed. The student's credit transfer procedures will be carried out according to this form.





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 [redacted] (first name and surname of student)  
has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)  
on, Friday 26.09.2014 (date)

[Signature] (signature and stamp of the host institution)  
Dr. Christina Korfgen  
Head of the International Relations

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

This is to confirm that [redacted] (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)

[Signature] (signature and stamp of the host institution)  
Dr. Christina Korfgen  
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 /

[www.ua.gov.tr](http://www.ua.gov.tr)

[/ulusalajans](https://www.facebook.com/ulusalajans)

Bu belgede karşı okula varış tarihi ve eğitimin bittiği tarih imzalı ve damgalı şekilde yazmalıdır. Aksi takdirde nihai işlemler başlatılmayacaktır.

This document must show the arrival and end dates at the host university with signatures and stamps; otherwise, the final procedures will not be processed.

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IAUKampus



IAUKampus



iaukampus




istanbulaydinuniversitesi



/ulusalajans

Transkript üzerinde ya da Transkript ile birlikte kesinlikle Partner üniversitedeki notların ECTS karşılıklarını gösteren bir cetvel olmalı. Eğer yok ise karşı okuldan hemen talep edilmelidir.

  
hochschule aschaffenburg  
university of applied sciences

Aschaffenburg, 11.03.2014

**Transcript of Records**

Mr. [REDACTED]  
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	3,7	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

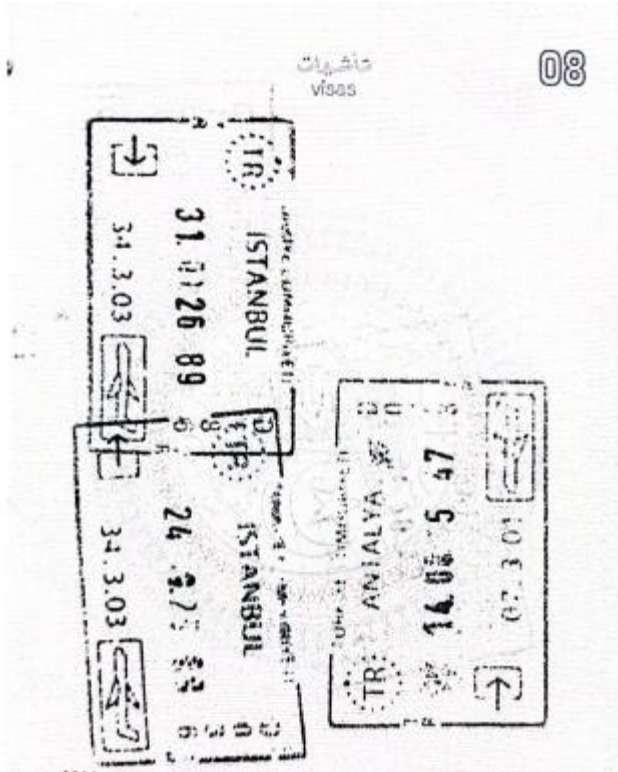
(1) Descriptions of the Institutional Grading Scale:  
Local Grade Definition  
1,0 - 1,5 excellent / very good  
1,6 - 2,5 good  
2,6 - 3,5 satisfactory  
3,6 - 4,0 sufficient  
4,1 - 5,0 fail

(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

The transcript, or a separate table alongside it, must clearly show the ECTS equivalents of the grades obtained at the partner university. If not available, it should be requested from the host university

# Pasaport Giriş – Çıkış Fotokopisi



Passport entry and exit stamps issued at the airport must be submitted to our office.

If the stamps are unclear or missing, the “Yurda Giriş Çıkış” document from E-Devlet must be downloaded and submitted.

\*FLIGHT TICKETS MUST BE SUBMITTED FOR BOTH DEPARTURE AND RETURN. PDF or BOARDING PASS is acceptable.

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# Transkript'in Son Hali



T.C. Kimlik No	Öğrenci No
[REDACTED]	B1006.050052
Soyadı	Fakülte
[REDACTED]	İKTİSADİ İDARİ BİLİMLER FAKÜLTESİ
Adı	Bölüm
[REDACTED]	SİYASET BİLİMİ VE ULUSLARARASI İLİŞKİLER (İNGİLİZCE)
Doğum Tarihi	Kayıt Tarihi
[REDACTED]	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 ATATURK AND THE HISTORY OF REVOLUTIONS-I	2.0	2.0	T	0	Z	ATA104	PRINCIPLES OF ATATURK 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	CB	12.5	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 BUDAPEST VIENNA PRAGUE-URBAN SOCIETY AND CULTURE	6.0	3.0	AA	24																		
Z	PSIR205	THEORY OF INTERNATIONAL RELATIONS	5.0	3.0	AA	20	Z	ERA	HISTORY OF DAILY LIFE ALBANIA	6.0	3.0	AA	24																		
Z	PSIR211	TURKISH STATE AND ADMINISTRATIVE STRUCTURE	5.0	3.0	DD	5						Aldığı Kredi					30					Dönem Ortalaması					4.00				
Z	SBUZ09	ADMINISTRATION AND LEADERSHIP	5.0	3.0	BA	17.5						Aldığı Top. Kredi					112					Genel Not Ortalaması					3.13				
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=1.00 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=Muaaf 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.



Tüm nihai işlemler tamamlandıktan sonra öğrencinin transkript'inde gittiği döneme ait bir yıldız bulunur.

Once all final procedures are completed, a star will be added to the student's transcript for the semester attended abroad.

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Erasmus hibeleri, Ulusal Ajans tarafından üniversiteniz aracılığıyla verilen ve geri ödemesi olmayan maddi desteklerdir. Ancak bu destek, yurtdışındaki tüm masraflarınızı karşılamaz; yalnızca katkı sağlamayı amaçlar. Bu nedenle konaklama ve diğer yaşam giderleriniz size aittir.

Hibe ödemesi iki aşamada yapılır. İlk olarak toplam tutarın %80'i, gidiş belgelerinizi tamamlayıp Erasmus sözleşmenizi imzaladıktan sonra en geç 30 iş günü içinde ödenir. Belgelerinizi ne kadar erken tamamlarsanız ödemenizi de o kadar erken alırsınız.

Kalan %20'lik kısım ise değişim süreci tamamlandıktan sonra, dönüş belgelerinin eksiksiz teslim edilmesi ve gerçekleşen öğrenim süresine (fiziksel olarak geçirilen süre ve katılım sertifika tarihleri) göre yapılan hesaplamanın ardından ödenir.

Başarısız olunması veya AB katılımcı anketinin doldurulmaması durumunda nihai hibeden %20 kesinti yapılır. Devamsızlık, ders ve sınavlara katılmama ya da bu nedenle transkript alınamaması durumunda ise ödenen hibenin tamamının iadesi talep edilir.

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# Grant for Erasmus Study Mobility

Erasmus grants are non-repayable financial support provided by the National Agency through your university. However, this support does not cover all your expenses abroad; it is intended only as a contribution. Therefore, accommodation and other living costs are your responsibility.

The grant is paid in two stages. First, 80% of the total amount is paid within 30 working days at the latest after you complete your documents and sign your Erasmus agreement. The earlier you submit your documents, the sooner you will receive this payment.

The remaining 20% of the grant will be paid after the completion of the mobility period, upon the full submission of all required documents, and following a calculation based on the actual duration of the study period (including the physically attended period and the dates indicated on the certificate of attendance).

If a student fails or does not complete the EU survey, 20% of the final grant will be deducted. In cases of failure to attend courses or exams or inability to obtain a transcript for these reasons, repayment of the full grant already received may be requested.



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

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

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

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.

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## VİZE

Gideceğiniz ülke için vize başvurunuzu son ana bırakmamanız çok önemlidir. Vize işlemleri zaman alabileceği için gerekli süreyi ve istenen belgeleri en güncel haliyle önceden araştırmanız gerekir.

Yeşil pasaporta sahip olsanız dahi Erasmus kapsamında gideceğiniz ülkeler için genellikle vize almanız gerekmektedir. Bu nedenle pasaport türünüze güvenerek başvuruyu ertelememeniz önerilir.

Erasmus öğrencileri için başvurulacak vize türü çoğunlukla **D tipi (uzun dönem ulusal vize)** olup, kısa süreli turistik vizeler bu süreç için uygun değildir.

Vize prosedürleri; ülkeye, konsolosluga ve başvuru dönemine göre değişiklik gösterebilir. Bu nedenle gerekli belgeler ve başvuru süreci hakkında en doğru ve güncel bilgiyi konsolosluklar ve resmi başvuru merkezleri gibi güvenilir birinci kaynaklardan öğrenmek öğrencinin sorumluluğundadır.

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## VISA

It is very important not to leave your visa application until the last minute. Since visa procedures can take time, you should search for the required duration and the most up-to-date list of documents in advance.

Even if you hold a green passport, you generally still need a visa for the countries you will visit under Erasmus. Therefore, do not postpone your application only based on your passport type.

The type of visa Erasmus students usually apply for is a **Type D (long-term national visa)**; short-term tourist visas are not suitable for this process.

Visa procedures may differ from one country to another, and the consulate and the application period may vary as well. Therefore, it is the student's responsibility to obtain the most accurate and up-to-date information on required documents and the application process from reliable sources such as consulates and official application centers.

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## GİDİLECEK ÜNİVERSİTE İLE İLGİLİ İŞLEMLER

Öğrencilerin nominasyon işlemleri yalnızca Erasmus+ Ofisi tarafından yapılır. Nominasyon öncesinde öğrencilerin karşı kuruma doğrudan e-posta göndermesi genellikle kabul edilmez ve dikkate alınmaz.

Nominasyon tarihleri ve karşı kurumların başvuru (application) son tarihleri gibi önemli tarihler öğrencinin sorumluluğundadır ve düzenli olarak takip edilmelidir.

Nominasyon yapıldıktan sonra, karşı kurum öğrencilerden genellikle bir **application form** doldurmalarını ve kayıt için gerekli belgeleri yüklemelerini ister. Bu süreçte istenen belgelerin eksiksiz hazırlanması ve belirtilen son tarihlere kesinlikle uyulması gerekir.

Ayrıca öğrencilerin, gidecekleri üniversitenin barınma imkanları, depozito ücretleri ve talep edilen diğer belgeler hakkında önceden bilgi edinmeleri süreci daha sorunsuz yönetmelerine yardımcı olacaktır.

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# Matters Needing Particular Attention

## Procedures related to the host institution

Student nominations are handled only by the Erasmus+ Office. Contacting the host institution directly before the nomination is usually not accepted and will not be considered.

It is the student's responsibility to track the important dates, such as nomination deadlines and the host institution's application deadlines. These dates should be checked regularly.

After the nomination, the host institution usually requires students to complete an application form and upload the necessary documents for registration. All requested documents must be prepared completely before the deadline.

Additionally, students should gather information in advance about the host university's accommodation options, deposit fees, and other required documents. This will help manage the process of the mobility smoothly.

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## DERS SEÇİMİ ve AKADEMİK TANINMA

Hareketlilik öncesinde öğrencilerin ders seçimlerini yapmadan önce, gidecekleri üniversitedeki ders içeriklerini detaylı şekilde incelemeleri ve Erasmus bölüm koordinatörlerine hazırlıklı gitmeleri gerekmektedir.

Öğrenciler, karşı kurumda en az **30 AKTS** değerinde ders almakla yükümlüdür.

Hareketlilik sonrasında ise, öğrencinin misafir olduğu kurumda aldığı dersler için üniversitemiz tarafından **tam akademik tanınma (intibak)** sağlanır. Bu kapsamda, öğrencinin aldığı tüm dersler ve bu derslerin kredileri, başarılı ya da başarısız olma durumuna bakılmaksızın tanınır.

**Buna göre, yurtdışında başarılı olunan dersler üniversitemizde de başarılı olarak kabul edilir. Başarısız olunan dersler ise üniversitemizde yeniden alınarak tekrar edilir.**

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## **COURSE SELECTION AND ACADEMIC RECOGNITION**

Before the mobility period, students must carefully review the course contents at the host university and consult with the Erasmus department coordinator to prepare for their course selection.

Students are required to take at least **30 ECTS credits** at the host institution.

After the mobility period, full academic recognition (credit transfer) will be processed by our university for the courses taken at the host institution. All courses and their credits are recognized regardless of whether the student passes or fails.

**Accordingly, courses successfully completed abroad are accepted as passed at our university. Courses that are not successfully completed must be retaken at our university.**



## Hibeli / Hibersiz Erasmus+ Durumu

Hibeli öğrenci listesinden bir adayın Erasmus hakkında veya hibe hakkında vazgeçmesi durumunda, ayrılan hibe başarı sıralamasına göre hibersiz öğrenci listesindeki ilk adaya teklif edilir.

Hibersiz listedeki öğrenciler isterlerse Erasmus faaliyetini **hibersiz olarak gerçekleştirebilir** ya da feragat edebilirler.

Hibersiz öğrenciler, diğer öğrencilerin feragat etmesi durumunda sonradan hibe almaya hak kazanabilirler. Bu gibi durumlarda öğrenciler, Erasmus+ Kurum Koordinatörlüğü tarafından e-posta yoluyla bilgilendirilir.

Hibersiz olarak katılım sağlansa bile, bir öğrencinin aynı öğrenim kademesinde Erasmus süresi toplamda **12 ayı geçemez**. Hibersiz öğrenciler de hibeli öğrencilerle aynı süreçlere, kurallara ve yükümlülöklere tabidir ve kontenjanlar dahilinde hareketliliklerini gerçekleştirirler.

Ayrıca, isteyen öğrenciler Erasmus hibesi almaktan gönüllü olarak feragat edebilirler.



## Granted / Non-Granted Erasmus+ Status

If a candidate on the grant list withdraws from their Erasmus grant, the released grant is offered to the first student on the non-grant list based on the ranking.

Students on the non-grant list may choose to carry out the Erasmus mobility without a grant or withdraw from the program.

Non-grant students may later become eligible to receive a grant if other students withdraw. In such cases, students are informed via email by the Erasmus+ Office.

Even if participating without a grant, a student's total Erasmus duration at the same level of study cannot exceed 12 months.

Non-grant students are subject to the same procedures, rules, and obligations as grant students and carry out their mobility within the available quotas.

Additionally, students may voluntarily waive their right to receive the Erasmus grant if they wish.



## Hibe Süresi ve Ödeme Detayları

Mevcut hibeler 2025 KA131 projesi kapsamında tahsis edilmektedir ve en fazla **5 aya kadar hibelendirme yapılır**. Hareketliliğin 5 aydan uzun sürmesi durumunda, aşan süre için hibe ödemesi yapılmaz. Örneğin, hareketlilik süresi 4 ay ise yalnızca 4 ay için hibe alınır. Faaliyet süresinin uzatılması halinde ise ek hibe garantisi bulunmamaktadır.

Hibe tutarı, yurtdışındaki tüm masraflarınızı karşılamak için yeterli değildir ve yalnızca destek niteliği taşır.

İlk hibe hesaplaması, öğrencinin gitmeden önce sunduğu davet mektubunda yer alan tarihlere göre yapılır. Öğrenci dönüşünde ise **Confirmation of Stay** belgesindeki tarihler ve öğrencinin başarı durumu dikkate alınarak toplam hibe yeniden hesaplanır. Bu nedenle, nihai ödeme tutarında değişiklik olabilir.

Belgeleri eksiksiz olan bir Erasmus dosyasında ödeme sürecinin tamamlanması yaklaşık **30 iş günü** sürmektedir. Bu nedenle özellikle Güz döneminde hareketliliğe katılacak öğrencilerin maddi planlamalarını önceden yapmaları önemlidir.

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# Matters Needing Particular Attention

## Regarding the Grant and Payment Details

The available grants are allocated under the 2025 KA131 Project, and a grant is provided for a maximum of 5 months. If the mobility period exceeds 5 months, no grant will be paid for the additional duration. For example, if the mobility lasts 4 months, the student will receive a grant only for 4 months. In case of an extension of the mobility period, there is no guarantee of an additional grant for the extended semester.

**The grant amount is not sufficient to cover all expenses abroad, but serves only as financial support.**

The initial grant calculation is based on the dates stated in the acceptance letter submitted by the student before departure. After the student returns, the total grant is recalculated based on the dates in the **Confirmation of Stay document (Duration sheet)** and the student's academic performance. Therefore, the final payment amount may differ.

For Erasmus files with complete documentation, the payment process takes approximately 30 working days to be completed. Therefore, it is especially important for students participating in mobility during the Fall semester to plan their finances in advance.

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## İAÜ Kayıt, Ücretler ve Burslar

İstanbul Aydın Üniversitesi'nde tam zamanlı öğrenci statünüz devam ettiği için mevcut bursunuz varsa kesilmez. Ancak yurtdışına çıkmadan önce üniversitemizdeki kaydınızı yenilemeniz zorunludur; aksi halde Erasmus faaliyetinden yararlanamazsınız.

İstanbul Aydın Üniversitesi'nde kayıt ücreti ödüyorsanız ödemeye devam etmeniz gerekmektedir.

Erasmus sürecinde, yurtdışında ya da çevrimiçi eğitim alırken üniversitemizde ayrıca ders kaydı yapılmaz. Ayrıca faaliyet süresi boyunca **kayıt dondurma işlemi yapılamaz**.

Gidilecek üniversiteye herhangi bir akademik ücret (harç/öğrenim ücreti) ödenmez. Bununla birlikte, sigorta, oturma izni, ulaşım kartı, fotokopi veya laboratuvar kullanımı gibi bazı ek masrafların öğrenci tarafından karşılanması gerekebilir.



## IAU Registration, Fees and Scholarships

Since your full-time student status at Istanbul Aydın University continues, any existing scholarship you have will not be interrupted. However, you are required to renew your registration at our university before going abroad; otherwise, you will not be able to benefit from the Erasmus program.

If you are paying tuition fees at Istanbul Aydın University, you must continue to pay them.

During the Erasmus period, whether you are studying abroad or online, you will not register for courses again at our university. Additionally, it is not possible to freeze your registration during the mobility period.

No academic fees (tuition/registration fees) are paid to the host university. However, some additional expenses, such as insurance, residence permits, transportation cards, photocopying, or laboratory usage costs, may need to be covered by the student.



## Erasmus Öncesi Genel Öneriler

Erasmus sürecine karar verirken, hem maddi koşulları hem de gideceğiniz ülkenin yaşam şartlarını göz önünde bulundurarak ailenizle birlikte değerlendirme yapmanız ve onları doğru şekilde bilgilendirmeniz önemlidir.

Gidiş öncesinde özellikle vize sürecinde birçok bürokratik işlemi tamamlamanız gerekeceğini unutmamalı ve bu sürece hazırlıklı olmalısınız.

Bu süreyi verimli değerlendirmek adına yabancı dil becerilerinizi geliştirebilir ve mümkünse maddi olarak hazırlık yapabilirsiniz.

Uçak bileti gibi önemli harcamaları ise öğrenim başlangıç tarihinize yakın zamanda ve mümkünse iade edilebilir şekilde planlamanız; vize reddi, gecikmeler veya plan değişiklikleri gibi durumlarda mağduriyet yaşamamanızı önleyecektir.

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## **General Recommendations Before Erasmus**

When deciding on the Erasmus program, it's important to discuss it with your family, taking into account both the financial situation and the living conditions in your destination country, and to inform them accurately.

Before you leave, remember that you will need to complete many bureaucratic procedures, especially during the visa process, and you should be prepared for this.

To make the most of this time, you can improve your foreign language skills and, if possible, be prepared financially.

For important expenses such as flight tickets, it is recommended to plan them close to your study start date and, if possible, choose refundable options. This will help prevent inconvenience in case of visa rejection, delays, or changes in plans.

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**TEŞEKKÜRLER...**  
**THANK YOU FOR YOUR ATTENTION!**

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