

ERASMUS+ HIGHER EDUCATION MOBILITY PROCESSES

Application Process for Students Eligible to Study Mobility

The information of the students is reported to the university they placed. This process is done by the SAU Erasmus+ Office and announced to the students.

Students who learn that their notification has been made learn the application process from the relevant page of the university they are placed in., usually is required for application procedures; Application Form, Online Learning Agreement / Before Mobility (OLA)*, and prepares the other documents requested by the university within the deadlines and forwards them to the university they are placed in.

After completing the application process, the student receives the Invitation Letter and approved OLA (with digital signature) documents, and sends the 1st group documents specified on the SAU Erasmus+ website to the unit manager. Gets a passport (if over 25 years old) and Visa/Grant letter.

When the student completes the Passport and Visa process, they submit the 2nd group documents specified on the SAU Erasmus+ website to the unit manager.

The unit responsible delivers the payment documents to the accounting unit for the first grant payment.

Grant payment (80% part) is paid.

Finish

During the Study Mobility Activity

If the student changes the course when the student goes to the university is placed, must log in again at <https://learning-agreement.eu/> within the first 5 weeks. (Changes should be known by the coordinators of both institutions/departments.)

When the student logs in, should make the necessary changes with the steps Changes to Learning Agreement During Mobility* -> "New Learning Agreement

Finish

The student's right to Study Mobility only for the fall semester and requests an extension to the spring semester first receives the spring semester extension approval from the university placed and informs the department manager at the SAU Erasmus+ office. Within the scope of grant eligibility, approval is given with or without a grant.

Then, within the extension period, sends the 1st group documents specified on the SAU Erasmus + web page, which includes the extended new dates, to the unit manager. Receives the visa letter.

In the extension process, the student who completes the visa extension process delivers the 2nd group documents specified on the SAU Erasmus+ website to the unit manager.

Payment documents are delivered to the accounting unit for the grant payment for the extension process.

The grant payment is paid.

Finish

If approval is not given

Finish

When Study Mobility Process is Complete

When the student returns, the 3rd group documents specified on the SAU Erasmus+ website are delivered to the office by hand, together with their original passport, within 15 days at the latest.

The student's transcript and OLA documents are sent to the department with a cover letter for course substitution.

A payee and debit amounts are calculated together within the scope of the student's return accounting process.

If the student is a payee remain grant payment is paid. If it is in debt, a refund is demanded

Finish

* The student will first sign the OLA/Before Mobility and During Mobility documents that will do online (<https://learning-agreement.eu/>). After the student's signature, the document will first drop the system of the SAU department coordinator and then the system of the other institution. When the signatures are completed, the process for FYK is started through the SAU department coordinator.