ERASMUS+ APPLICATION GUIDE
FOR INCOMING STUDENTS
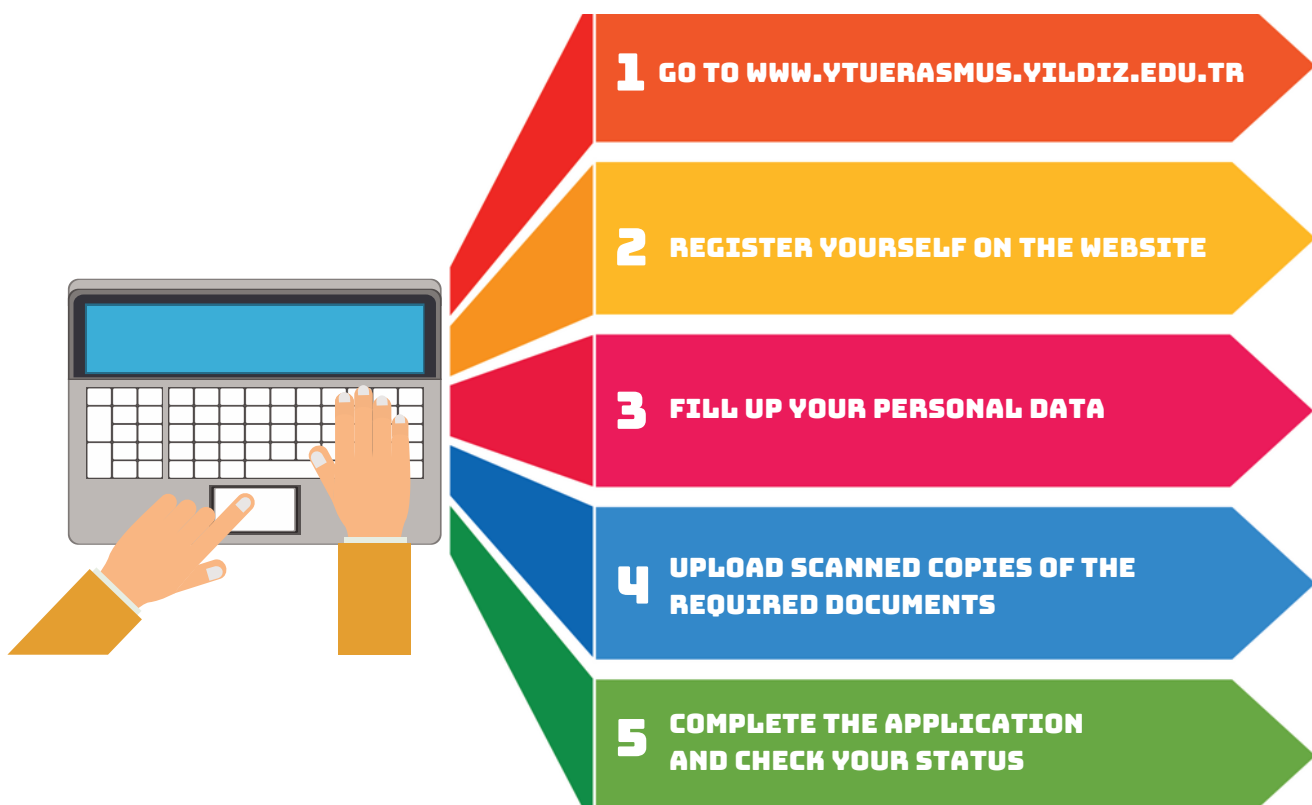
APPLICATION WEBSITE: WWW.YTUERASMUS.YILDIZ.EDU.TR

ONLINE APPLICATION PERIODS:
FALL SEMESTER/FULL YEAR : 15 MAY – 15 JULY
SPRING SEMESTER : 15 OCTOBER – 15 DECEMBER

ONLINE APPLICATION PROCEDURE

1 GO TO WWW.YTUERASMUS.YILDIZ.EDU.TR

2 REGISTER YOURSELF ON THE WEBSITE

3 FILL UP YOUR PERSONAL DATA

4 UPLOAD SCANNED COPIES OF THE REQUIRED DOCUMENTS

5 COMPLETE THE APPLICATION AND CHECK YOUR STATUS

1. GO TO THE APPLICATION WEBSITE

· Please visit **https://ytuerasmus.yildiz.edu.tr/**
· The website is active only in the application periods.
· You should complete your online application within the below stated application periods:
    Fall Semester/Full Year : 15 May – 15 July
    Spring Semester   : 15 October – 15 December

2. REGISTER YOURSELF ON THE WEBSITE

· Choose "new user" and fill up the "pre-registration" form on the website.
· Upon completing the pre-registration, you will receive an activation email with your username & password.
· With the user information you receive, login to the system to fill up the necessary data and upload the required documents.

3. FILL UP YOUR PERSONAL DATA

· Your application status appears as *online registered* at this stage.
· Please fill in all required fields carefully.
· After submitting the application, you will not be able to make any changes on it.

4. UPLOAD SCANNED COPIES OF THE REQUIRED DOCUMENTS

· After all the data has been submitted, upload all required documents.
· Please fill out all the documents electronically and make sure your scanned copies are clearly legible.

1. **Transcript of Records**, issued by the sending institution (PDF)
2. Bio-data page of your **passport** (the page with your photo and your information)(PDF)
3. Passport **photo** for student ID card (JPEG)
4. **Learning Agreement** (PDF):
    · Signed by the student and signed & stamped by the sending institution.
    · Template of home university or YTU may be used. If you have to use the forms of your home university, you do not need to prepare ours. However, our forms may be found here:
    http://www.erasmus.yildiz.edu.tr/page/10/Forms/163

5. COMPLETE THE APPLICATION AND CHECK YOUR STATUS

· In order for your application to be assessed, make sure that you have clicked the **Complete the Application** button.
· If there are any missing documents or data, the system would not let to complete your application and it would tell you what is missing.
· After you complete your application, your application status should turn from online registered to *in the process*.

ASSESSMENT PROCESS

The decision about your acceptance will be taken by the departmental coordinator involved.

1. Erasmus Office checks the applications on the status *in the process*.
    - If the application is eligible, it is transferred for the assessment of the relevant departmental coordinator.
    - If the application is not eligible, you may either get a notification on the application system or receive an email requesting to provide missing/additional data/document regarding your stay at YTU.
  Application status: **Office Approved**

2. The departmental coordinator checks your Learning Agreement and Transcript of Records.
    - If the application is found eligible, the coordinator signs the Learning Agreement and uploads the scanned copy.
    - If any change to the Learning Agreement is required:
       - You will receive either a notification on the application system or an email with remarks on the course selection made.
       - You should discuss the proposed changes with your coordinator at the home university.
       - As soon as an agreement has been reached between all three parties (yourself, YTU, home Institution), you should adjust your Learning Agreement and upload the updated and duly signed Learning Agreement to the system.
Application status: **Coordinator Approved**

3. Erasmus office uploads the scanned copies of duly signed and stamped **Learning Agreement** and **Letter of Acceptance** to the application website.
Application status: **Succeed**

It is important to check your emails and the application system regularly during this period.

DEFINITIONS OF APPLICATION STATUS

Online Registered: The student only completed the pre-registration form and did not submitted the online application. *The applications on this status will never be processed.*
In the Process: The student has completed the application and it is pending for the assessment of Erasmus Office.
Office Approved: Erasmus office finds the application eligible in terms of documentation and the application is pending for the assessment of the departmental coordinator in terms of academic eligibility.
Coordinator Approved: Departmental coordinator finds the application academically eligible.
Succeed: The application is eligible and the student can download the letter of acceptance and the signed learning agreement on the "Documents" tab.

REMINDERS

·The applications that have not been completed by the deadline will remain at the status *online registered* and will not be processed.
· Please note that you do not need to send us any documents by email or regular mail.
· Please save your username and password for the application website. Throughout your mobility most of the documents will be uploaded here and you may download them whenever you need.

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FOR INCOMING STUDENTS

COURSES

· Course schedules are *not* always available just in time.
· Please check the course catalogue at **www.bologna.yildiz.edu.tr** to make your provisional course choices.
· See the section "information on the programmes" and click on your study cycle (bachelor/master/ doctorate).
· Choose the programme you apply for.
· Click on the course codes to see detailed information about the courses: ECTS credits, language of instruction, semester information, and course description.
· Please note that the Bologna page includes all the courses that *might* be offered in the semester. Therefore, it serves as a preliminary course schedule. Final course schedules are announced right before the start of the semester by the relevant department.
· You may check the course schedules of the current academic year to have an idea:
http://www.yildiz.edu.tr/page/ACADEMICS/ACADEMIC-UNITS/80

COURSES ON BOLOGNA PAGE MAY NOT RUN EVERY YEAR AND COURSES ARE BASED UPON STUDENT ENROLMENT. IT IS STRONGLY SUGGESTED TO HAVE SOME RESERVE CHOICES IN CASE COURSES ARE NO LONGER AVAILABLE AFTER YOU ARRIVE.

COURSE LEVELS

Course codes are composed of:
- 3 letters: abbreviation of the name of the department offering the course
- 4 numbers: indicating the levels
(bachelor: 1000-4000, master: 5000, doctorate: 6000)
For example, MAT1051 is a first year and MAT2042 is a second year bachelor course.
MAT5064 is a master and MAT6037 is a doctorate course.

SEMESTER INFORMATION

· Students coming for fall semester should choose the courses stated to be offered in **fall semester.**
· Students coming for spring semester should choose the courses stated to be offered in **spring semester.**

LANGUGAGE OF INSTRUCTION

· Please be aware of the "language of instruction."
· Some courses may be offered only in Turkish or English, some courses may be offered in both.

LOCATION

· If you are mixing courses from different departments/faculties, be aware of the location:
· Yıldız Campus, Beşiktaş
· Davutpaşa Campus, Esenler

COURSE SELECTION CRITERIA

· Your home university informs you about the minimum number of ECTS credits you are supposed to achieve during the study abroad. However, it is suggested to choose **30 ECTS** credits per semester.
· You are expected to **choose your courses from the department into which you have been nominated**. If you cannot find enough number of credits in the department you are nominated, **with the consent of the academic coordinators at YTU and home university** you may take courses from other departments/faculties or lower/upper cycles.
· You may choose courses offered in all years regardless of the year of study at the home university.

TURKISH LANGUAGE COURSE

· Turkish Language course is offered at different levels for Erasmus students every semester.
· You may add this course to your Learning Agreement: **ERA0001 Turkish Language Course   6ECTS**
· Further information will be given upon the beginning of semester.

LEARNING AGREEMENT

· Duly signed & stamped **before the mobility** section must be uploaded to the online application system of YTU.
· Please fill in the table A with the codes, names, and ECTS credits of the courses you would like to attend at YTU and the table B with the ones to be replaced at the home university.
· This document **does not guarantee** that you may sign up for all the chosen courses when you arrive. It is possible to make changes on your proposed Learning Agreement after you arrive (by the during the mobility section of LA).

LANGUAGE REQUIREMENTS

YTU does not require language certificates. However, the expected level for students to follow classes in English or Turkish is at least B1.

ASSESSMENT

Assessment procedure for each course are usually described and documented in the first lecture. Assessments vary from class to class. Assessment may consist of a 100% exam or a division of marks between assessments and mid-term(s)/final examination. Erasmus students are assessed in the same way as all other students on the same course. This means that **you must sit examinations and complete the tasks** set by the academic department offering the course. If you do not, you fail. **Regular and punctual class attendance** is also compulsory and if you do not attend the classes as stated by the lecturer, you receive a failing grade due to abscence.

DEPARTMENTAL COORDINATORS

· All departments have their own Erasmus coordinators to advise incoming students on **academic matters**.
· Questions regarding the **selection of courses** should be addressed to the departmental coordinator.
· At YTU, departmental coordinators sign your Learning Agreement before the Erasmus office.
· Contact information of the departmental coordinators may be found on our website:
http://www.erasmus.yildiz.edu.tr/sayfa/17/Departmental-Coordinators/177

COURSE REGISTRATION

USIS (undergraduate) and GSIS (graduate) are the online platforms in operation at YTU for students to register/ add/drop their courses and lecturers to submit grades of the students. Further information about USIS and GSIS will be given to students upon arrival.

ACADEMIC CALENDAR

Please visit : **http://www.erasmus.yildiz.edu.tr/sayfa/16/Erasmus-Calendar/171**

VISA/RESIDENCE PERMIT/HEALTH INSURANCE

· You should contact the Turkish Consulate at your home country for **visa** requirements.
· Useful information may be fould on the website of the Turkish Ministry of Foreign Affairs:
  http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa
· For a stay exceeding 90 days, students must apply for **residence permit** within 30 days upon their arrival. The responsible governmental organization for residence permit is the Directorate General of Migration Management:
  https://e-ikamet.goc.gov.tr/ Detailed information about residence permit is given to the students upon their arrival.
· All exchange students should have a valid **insurance** policy covering the intended period of stay.
  http://www.sgk.gov.tr/wps/portal/sgk/en/home-page/mainpage

ESN YILDIZ/BUDDY SYSTEM

ESN (Erasmus Student Network) YILDIZ is the non-profit student association at YTU. Student volunteers in ESN YILDIZ help students to get a good assistance for your exchange semester and provide opportunities for cultural understanding. Your ESN buddy will contact you after you get your acceptance.
http://www.erasmus.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185

ACCOMMODATION

YTU does not arrange accommodation for exchange students. You can either search for private dormitories or rent/share flats with other students. ESN YILDIZ and your buddy may help you in finding accommodation.

ORIENTATION

YTU organizes Orientation Days for all Erasmus students. Attending the Orientation Days is strongly recommended. We provide you with important documents, information about studying and living in Istanbul. It is also a good chance to meet the other Erasmus students. Further information about the Orientation Day will be sent by email when the programme is set.

EMAIL BEFORE ARRIVAL

A few weeks before your arrival, you will receive an email with a reminder of the formalities for your Erasmus+ study at YTU.

CONTACT

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