YILDIZ TECHNICAL UNIVERSITY

APPLICATION GUIDE

ERASMUS+ PROGRAM
INCOMING STUDENTS
STUDY MOBILITY

INTRODUCTION

Yıldız Technical University is happy to welcome you as an Erasmus+ student.
We hope that your stay in Istanbul will be a fruitful period for you!

The application tool is the mobility management system of Yıldız Technical University for Erasmus+ Programme. It is used for the application and for the follow-up of your mobility file. The application tool is user friendly and self-explanatory. However, if you need any assistance, please feel free to contact us by e-mail: incoming@yildiz.edu.tr.

The application tool works with a unique personal login and password. Once you login, your workflow will appear. You can only proceed in your workflow by completing and saving certain steps. When logging out, all completed steps in your workflow are saved by the system.

This manual will help you to work with the application tool and to manage your mobility file. Also, take your time to read carefully the section about the courses, all e-mails you will receive from incoming@yildiz.edu.tr, and the help texts available in the workflow. Please do also check your spam mail, in case you haven't received any mails.

All practical information about studying at YTU can be found on the website of the Erasmus Office at http://www.erasmus.yildiz.edu.tr/en

You will also receive an e-mail about all the formalities regarding your mobility a few weeks before your arrival.

Looking forward to welcoming you at YTU!

Contact: Asena Doğru
Address: Yıldız Teknik Üniversitesi
       Uluslararası İlişkiler Koordinatörlüğü Erasmus+ Program Birimi
       Davutpaşa Kampüsü Taşbina
       A-1003 34220 Esenler İstanbul Türkiye
E-mail: incoming@yildiz.edu.tr
Phone: +90 212 383 39 37
Web: www.erasmus.yildiz.edu.tr/en

COURSES

COURSES

· Course schedules are not always available just in time.
· Please check the course catalogue at www.bologna.yildiz.edu.tr (hereafter referred to as bologna) to make your **provisional** course choices.
· See the section "information on the programmes" and click on your study cycle: bachelor / master / doctorate.
· Clicking on the programme you apply for will take you the page of the department.
· To see the list of the courses, scroll down the page.
· Click on the course codes to see detailed information about the courses.
· The catalogue also includes the interdisciplinary courses offered. You shoud click on the course code to check the field "owner department" to see the department offering the course.

Bologna includes all the courses that **might** be offered. 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 can check the course schedules of the previous academic year to see course offers: http://www.yildiz.edu.tr/page/ACADEMICS/ACADEMIC-UNITS/80

SEMESTER INFORMATION

· There may be three options at bologna:
   1. **Fall:** The course is offered in fall semester.
   2. **Spring:** The course is offered in spring semester.
   3. **Fall, Spring:** The course may be offered either only in the fall semester or only in the spring semester, or in both semesters. Exact information may be obtained after the course schedule is announced on the website of the department towards the beginning of the semester.

LANGUGAGE OF INSTRUCTION

· Not all departments offer courses taught in English regularly.
· While there are some departments that offer courses in English and a few degrees taught entirely in English, the language of instruction at YTU is generally Turkish.

· Please be aware that even though a course has an English title at bologna this does not mean the course is taught in English–all courses have an English and a Turkish title, to make sure transcripts can be printed bilingually. You will only know for sure whether a course is taught in English if the field "language of instruction" at bologna clearly states "English".

· For some courses the field "language of instruction" states "Turkish, English." So, that course may be offered either only in Turkish or only in English, or in both languages. Exact information may be obtained after the course schedule is announced on the website of the department towards the beginning of the semester.

Courses at www.bologna.yildiz.edu.tr 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 CODES

Course codes are composed of:

· 3 letters: abbreviation of the name of the department offering the course
(see the list under the section "location" for the abbreviations)

· 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.

LOCATION

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

YILDIZ CAMPUS, BEŞIKTAŞ
Faculty of Architecture / Mimarlık Fakültesi
· Architecture / Mimarlık / MIM
· City and Regional Planning / Şehir ve Bölge Planlama / ŞBP
· Conservation and Restoration of Cultural Property / Kültür Varlıklarını Koruma ve Onarım / KVK

Faculty of Mechanical Engineering / Makine Fakültesi
· Mechanical Engineering / Makine Mühendisliği / MAK
· Industrial Engineering / Endüstri Mühendisliği / END
· Mechatronics Engineering / Mekatronik Mühendisliği / MKT

Faculty of Naval Architecture and Maritime / Gemi İnşaatı ve Denizcilik Fakültesi
· Naval Architecture and Marine Engineering / Gemi İnşaatı ve Gemi Makineleri Mühendisliği / GIM
· Marine Engineering Operations / Gemi Makineleri İşletme Mühendisliği / GMI

DAVUTPAŞA CAMPUS, ESENLER
Faculty of Applied Sciences / Uygulamalı Bilimler Fakültesi
· Aviation Electronics / Havacılık Elektroniği / AVE

Faculty of Art and Design
· Arts / Sanat / SAN
    · Combined Arts / Bileşik Sanatlar / BSP
    · Art Mamagement / Sanat Yönetimi / SYP
    · Photograph and Video / Fotoğraf ve Video / FVP
    · Graphic Design / Grafik Tasarımı / GRA
· Communication Design / İletişim Tasarımı / ILT
· Music and Performing Arts / Müzik ve Sahne Sanatları
    · Music Ensembles / Müzik Toplulukları / MTP
    · Audio Design / Duysal (Ses) Sanatları Tasarımı / DTP
    · Dance / Dans / DNS

Faculty of Arts and Sciences / Fen - Edebiyat Fakültesi
· Western Languages and Literatures / Batı Dilleri ve Edebiyatları
    · French Translation and Interpreting / Fransızca Mütercim Tercümanlık / MTP
· Molecular Biology and Genetics Department / Moleküler Biyoloji ve Genetik / MBG
· Physics / Fizik / FIZ
· Statistics / İstatistik / IST
· Chemistry / Kimya / KIM
· Mathematics / Matematik / MAT
· Turkish Language and Literature / Türk Dili ve Edebiyatı / TDE
· Humanities and Social Sciences / İnsan ve Toplum Bilimleri / ITB

Faculty of Chemical and Metallurgical Engineering / Kimya Metalürji Fakültesi
· Chemical Engineering / Kimya Mühendisliği / KMM
· Mathematical Engineering / Matematik Mühendisliği / MTM
· Metallurgical and Materials Engineering / Metalürji ve Malzeme Mühendisliği / MEM
· Bioengineering / Biyomühendislik / BYM
· Food Engineering / Gıda Mühendisliği / GDM

Faculty of Civil Engineering / İnşaat Fakültesi
· Civil Engineering / İnşaat Mühendisliği / INS
· Geomatics Engineering / Harita Mühendisliği / HRT
· Environmental Engineering / Çevre Mühendisliği / CEV

Faculty of Economics and Administrative Sciences / İktisadi ve İdari Bilimler Fakültesi
· Economics / İktisat / IKT
· Business Administration / İşletme / ISL
· Political Science and International Relations/ Siyaset Bilimi ve Uluslararası İlişkiler / SBU

Faculty of Education / Eğitim Fakültesi
· Computer Education and Instructional Technologies / Bilgisayar ve Öğretim Teknolojileri Eğitimi / BTO
· Educational Sciences / Eğitim Bilimleri / EGT
    · Guidance and Psychological Counseling / Rehberlik ve Psikolojik Danışma / PDR
· Mathematics and Science Education / Matematik ve Fen Bilimleri Eğitimi
    · Science Education / Fen Bilgisi Eğitimi / FBO
    · Mathematics Education / Matematik Eğitimi / IMO
· Social Science and Turkish Language Education
· Primary Education
· Foreign Language Education

Faculty of Electrical and Electronics Engineering / Elektrik-Elektronik Fakültesi
· Computer Engineering / Bilgisayar Mühendisliği / BIM
· Electrical Engineering / Elektrik Mühendisliği / ELM
· Electronics and Communications Engineering / Elektronik Haberleşme Mühendisliği / EHM
· Control and Automation Engineering / Kontrol Otomasyon Mühendisliği / KOM
· Biomedical Engineering / Biyomedikal Mühendisliği / BIO

LEARNING AGREEMENT

· Erasmus+ students need to sign a learning agreement before the beginning of their mobility period.
· Fill in the learning agreement form (either that of your home institution or that of the YTU). You should 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.

· Have it signed by the responsible people at your home university.

· Upload it to the application tool for the signature of your departmental erasmus+ coordinator at YTU. S/He will have a look at the kind of courses you intend to take, give advice in case your course choice does not seem suitable and will upoad a signed copy to the tool.

· As learning agreements have to be handed in quite early, the majority of students need to base their learning agreement on the course catalogue (which is not the same as the course schedule). This means that in most cases you will not know for sure which courses will be available during your stay in Istanbul at the point of handing in an application to study here. In these cases, the erasmus+ coordinator signs the agreement and s/he can include the comment "subject to change" in the table listing the courses to be taken at the host institution.

· Making changes to the programme is of course possible and should be agreed upon in the learning agreement "during the mobility", at the latest 4 weeks after the beginning of classes.

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, **as long as there are still places available in the course in question.**

· You may choose courses offered in all years regardless of the year of study at the home university.

· For any specific information about a **course you choose out of the department you are nominated, please get in touch with the relevant departmental coordinator.** To give an example, you are nominated for Chemistry but you would like to take some courses from Mathematics. For your questions about Maths courses, you should contact the departmental coordinator of Maths.

GRADUATE STUDENTS: RESEARCH/THESIS

· Graduate students who would like to continue their research/thesis study at YTU should find a supervisor at YTU themselves. The students can contact the relevant departmental coordinator to ask for assistance in finding a suitable supervisor.

TURKISH LANGUAGE COURSE

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

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.

ATTENDANCE

Regular and punctual class attendance is compulsory and if you do not attend the classes as stated by the lecturer, you receive a failing grade due to abscence.

COURSE REGISTRATION

Course registration is compulsory.
You will be informed about course registration procedures a few weeks before the semester starts.

ACADEMIC CALENDAR

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

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.
· For the contact information of the departmental coordinators, please see:
  http://www.erasmus.yildiz.edu.tr/sayfa/17/Departmental-Coordinators/177

VISA

· 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
· You can also check the website of the Erasmus Office:
http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Visa-and-Residence-Permit/472

RESIDENCE PERMIT

· 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.
· Meanwhile, you can check the website of the Erasmus Office:
  http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Visa-and-Residence-Permit/472

HEALTH INSURANCE

· All exchange students should have a valid **insurance** policy covering the intended period of stay.
· Check the website of Erasmus Office for further information:
  http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Health-Insurance/473

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.
  http://www.erasmus.yildiz.edu.tr/page/Practical-Information/ESN--Erasmus-Student-Network-/486

ACCOMMODATION

· YTU cannot provide 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 and guide you for finding accommodation.

APPLICATION TOOL

Make sure to complete your application before the application deadline!

IMPORTANT! Have a careful look at the application deadlines below and respect the deadlines. Applications submitted after the deadline will not be processed.

FALL SEMESTER or FULL YEAR
Applications: 15 MAY - 15 JULY
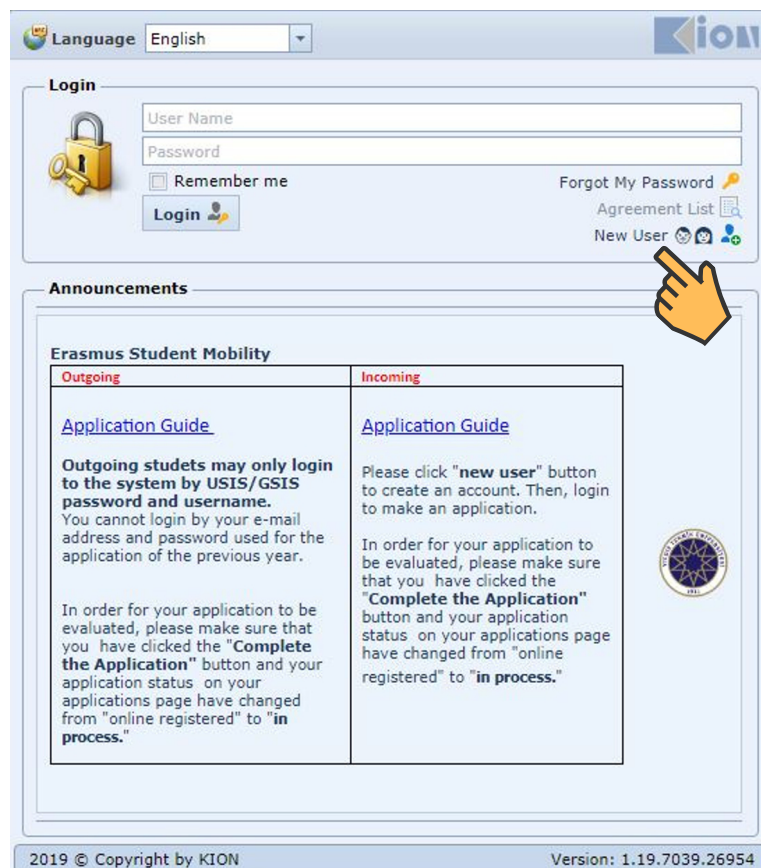
SPRING SEMESTER
Applications: 15 OCTOBER - 15 DECEMBER

Registration in the Application Tool

You start your application with your registration in the Application Tool.

You will receive an e-mail confirming your nomination at the Yıldız Technical University. In this e-mail, you will find a a guide for study informaiton and a link for the applicaiton tool. Click on this link to register yourself in the application tool or go to https://ytuerasmus.yildiz.edu.tr/.

First, click on "New User" to register your self to the system:

Please choose respectively: Erasmus>Student>Incoming Student
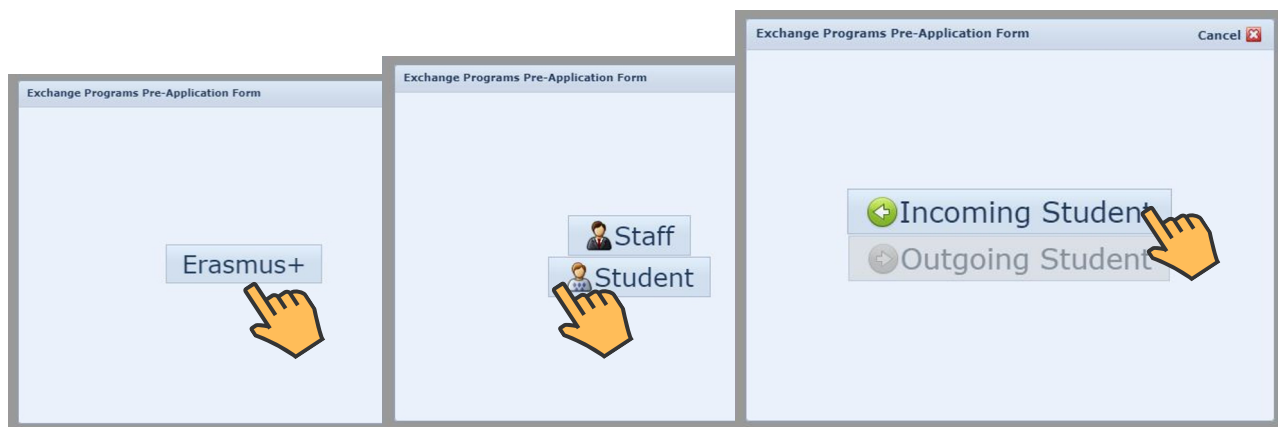
Then, you will see the registartion form:

Please enter an e-mail address that you check **regularly**.
Choose a password and save it. You'll need it throughout your mobility.
Write your **passport number** carefully.
Enter your name and last name as stated on your passport.
Choose your nationality as stated on the passport.
Your study type is "education."
IMPORTANT! For the study period, please choose **the period you are nominated for:** Fall or Spring or Fall and Spring.
Choose your home university.
Save.
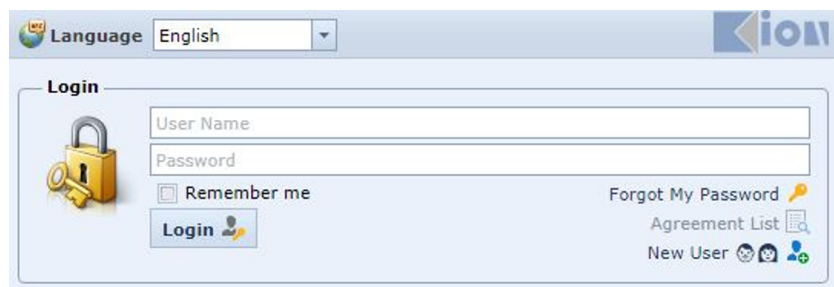
After successful registration, you will see the message below and you will receive an automatic e-mail with the user information for future login.
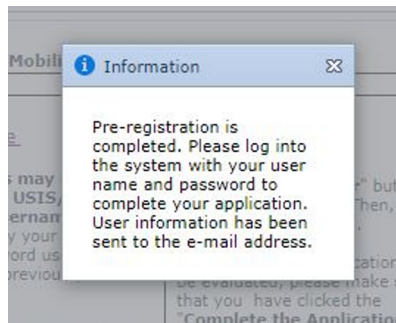
Log in

After your registration, you should log in with your username and password. Use the link at the bottom of the last e-mail you have received or log in via the following URL: https://ytuerasmus.yildiz.edu.tr/

Complete your application

Now you are ready to make your application.

Your application is only successfully submitted if all following steps are completed before the deadline.

Complete the application process in these four steps:

Step 1: Give information
Step 2: Collect all required documents
Step 3: Submit all required documents
Step 4: Complete application

STEP 1: GIVE INFORMATION
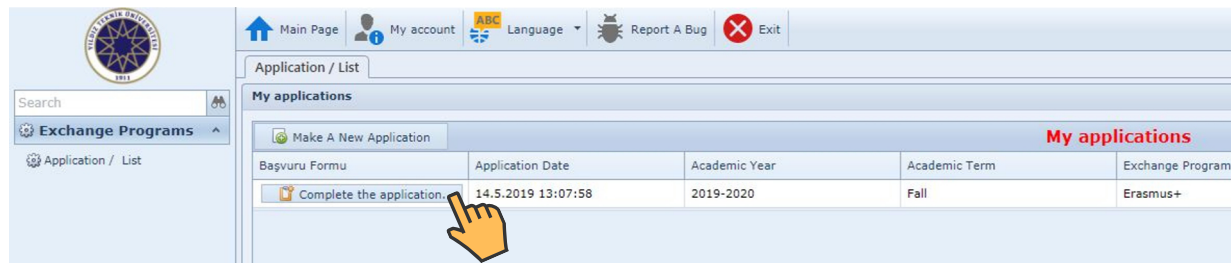
When you log in, you will see the main application page above. Click on the "Complete the Application" button. Then, you will be asked to give some information.

1. Personal Information

Complete all mandatory fields and submit the application form by clicking the 'Save and proceed to next step' button at the bottom of the application form. **If you do not** click on this button and pass to the next steps, **your data would be lost**.

Unless you finalize the last step "Complete the Application:"

- You can turn back to previous steps by clicking on the tabs.
- You can change your data by clicking on the concerning fields.

Upload a clear passport photo. This photo will be used for your student card:

Make sure you look straight ahead and that your face is clearly and fully visible without shady or overexposed places. Do not upload a copy of your passport.

2. Passport Information

Complete your passport information as stated on the bio-data page of your passport.
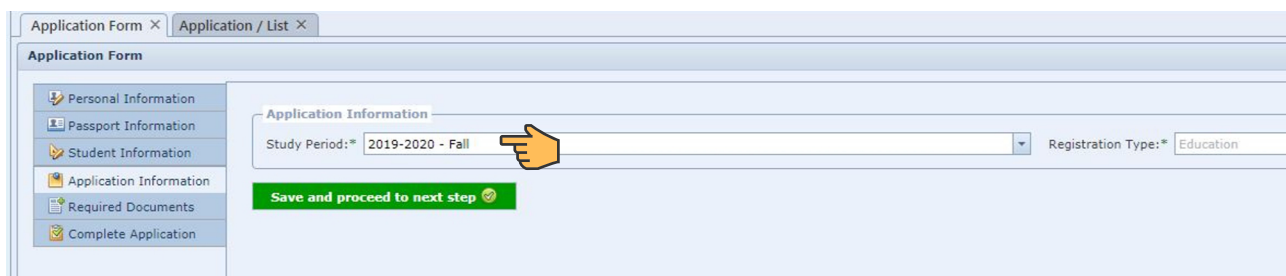
3. Student Information

Write the name of the programme you are studying at your home university, choose your study cycle and current year of study.

Choose the programme you would study at Yıldız Technical University.
IMPORTANT! Here you are able to choose among the programmes that we have an agreement with your home university. If the programme you would like to study does not appear, please send an e-mail to incoming@yildiz.edu.tr.

4. Application Information

For the study period, please choose the period you are nominated for : Fall, Spring, Fall and Spring. Your registration type is "education" and it cannot be edited.

Your application and personal data will be used for your registration at Yıldız Technical University and consequently for all your official documents, such as letter of acceptance, transcript of records, student enrolment letter for residence permit, etc.
Make sure that all the information you submitted is correct!

STEP 2: COLLECT ALL REQUIRED DOCUMENTS

These are the documents you need to collect:

1. Transcript of Records
2. Learning Agreement
3. Copy of the bio-data page of your passport

1. **Transcript of Records:** This is an official document to be requested from your home university. It lists all courses you attended and grades you obtained in your study programme. Please upload transcript of records of programme that you are currently studying. Make sure that your transcript is in English. If your university cannot provide an English version, you can translate the document yourself and have the document signed and stamped by your university or upload both the original trasncript and your translation.

2. **Learning Agreement:** It is a contract between you, your home university, and Yıldız Technical University for your course selection. More information about the Learning Agreement and courses can be found under the Incoming Students tab on the website of YTU Erasmus : www.erasmus.yildiz.edu.tr/en
Please upload "before the mobility section" of the Learning Agreement which must be signed by yourself and signed and stamped by your home university.

3. **Copy of the bio-data page of the passport:** A scan of the passport photo page to verify your details.

Please make sure that all the scanned documents are clear and legible!

STEP 3: SUBMIT ALL REQUIRED DOCUMENTS

You have to upload the 3 documents you have collected to the "Required Documents" tab on the application tool:

Click on "Upload" button, browse the file, and upload it.
Below that page, you see the progress. When you upload all 3 documents, it will be 100%.
On the right, you see the "approval status." If nothing is uploaded, it asks you to "upload document." When you complete uploading, it will turn into "pending approval."
Mark the button 'save and proceed to next step' when you have completed the upload of all documents.

STEP 4: COMPLETE THE APPLICATION

Read the sentence on the "complete application" tab. Put a check mark and click the button 'complete the application process' when you have completed all the information and the upload of all documents.

YOUR APPLICATION IS NEITHER FINALIZED NOR SUCCESSFUL AS LONG AS THIS IS NOT DONE BEFORE THE DEADLINE. APPLICATIONS SUBMITTED AFTER THE DEADLINE WILL NOT BE PROCESSED.

If there is any missing document or information, the system gives an error message and do not allow you to complete the application. You need to go back and copmlete what is missing:
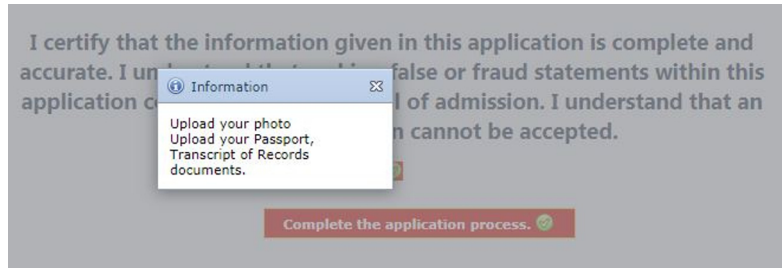
After you complete the application, please go back to the home page and check your application status which should be "in the process." If your application status is something different, please be aware of the fact that it will not be proceeded. Only the applications on the status "in the process" will be evaluated:

Definitions of the application status:

Online Registered: The student only completed the 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.
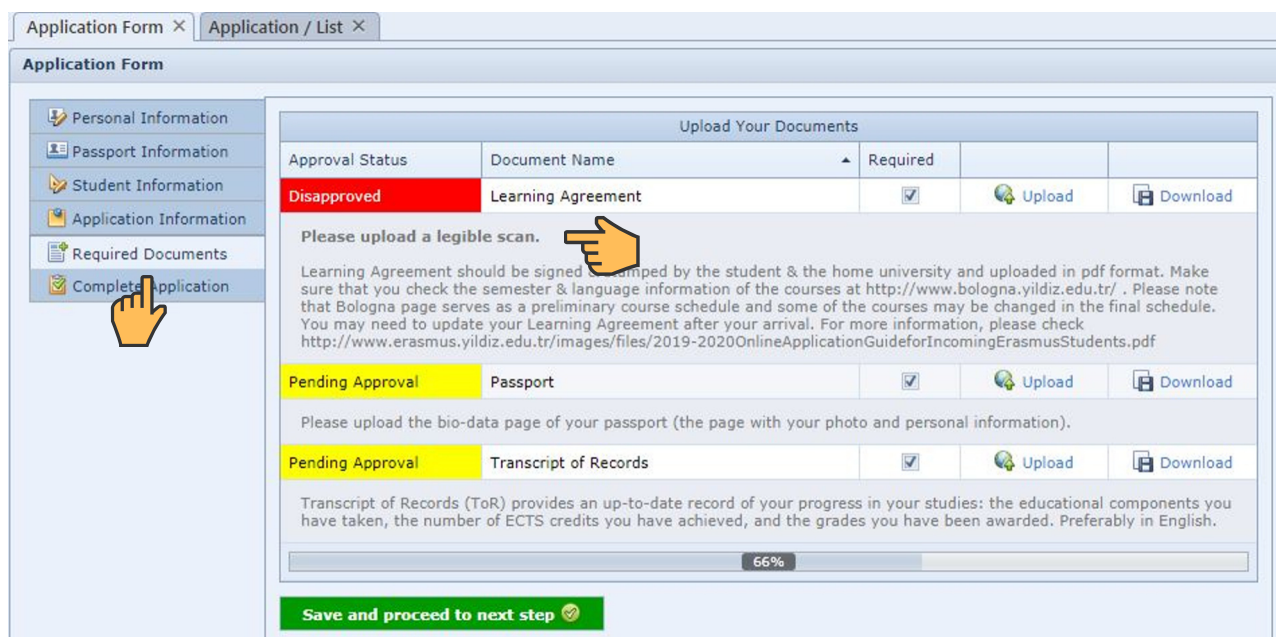
Formal Check of Your Application

1. Erasmus Office

After submission of your application, Erasmus Office checks of your application file.

In case your application is not submitted correctly, Erasmus Office will contact you by e-mail and inform you about what needs to be adjusted. If it is one of the documents, you can see the reason of the adjustment on the application tool, as well.

IMPORTANT!
For you to be able to do the adjustment, your application status will be changed back into "online registered." After you make the adjustment, please do not forget to compelete it again by marking the button 'complete the application process' !

2. Departmental Coordinator

If your application is submitted correctly, it will be approved by the Erasmus Office and your status will be changed into "Office Approved." Your online file will then be sent to the approval of the departmental coodinator.

In case the departmental coordinator requires changes to the Learning Agreement before you can be accepted:

> - You will receive either a notification on the application tool 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 document to the applicaiton tool.
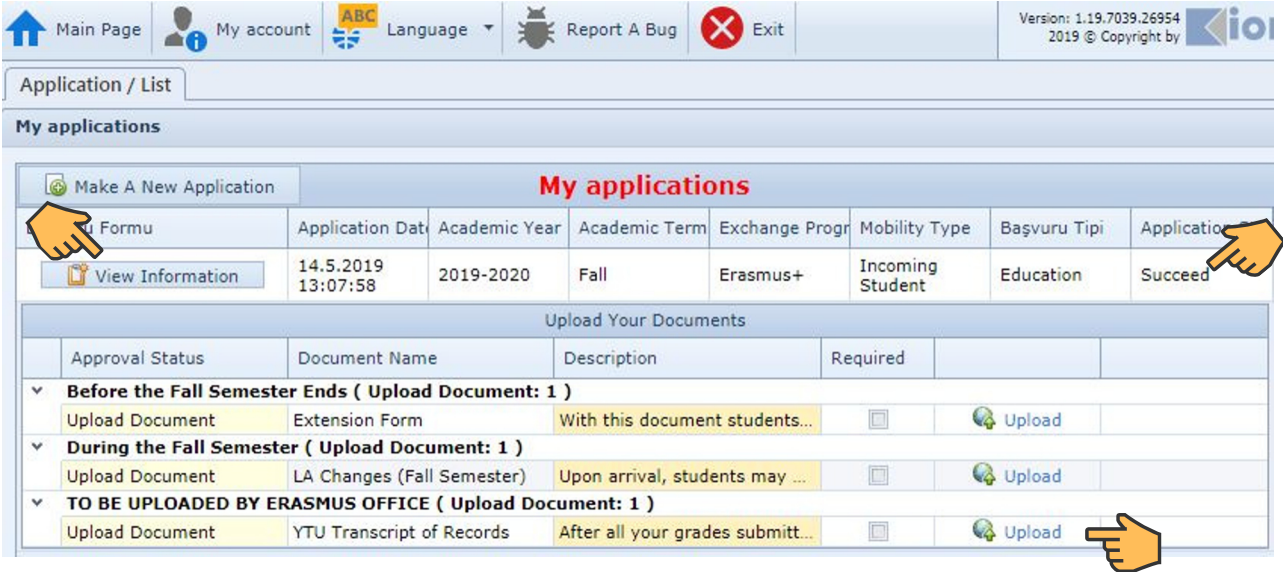
It is important to check your e-mails regularly during this period.

Acceptance

After your application is checked and approved by both the Erasmus Office and the departmental coordinator, your application status will be changed to "succeed" and the list of the document you are supposed to upload during the mobility will appear automatically. You will see the documents (to be) uploaded by Erasmus Office here, as well, such as your letter of acceptance.
You can download your duly signed and stamped Learning Agreement and letter of aceptance (or other documents) whenever you need.

To see your duly signed Learning Agreement before the mobility section, please click on "view information " and check the docuements tab.

Before your arrival

A few weeks before your arrival, you will receive an e-mail with a reminder of the formalities at the beginning of your study period.

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.

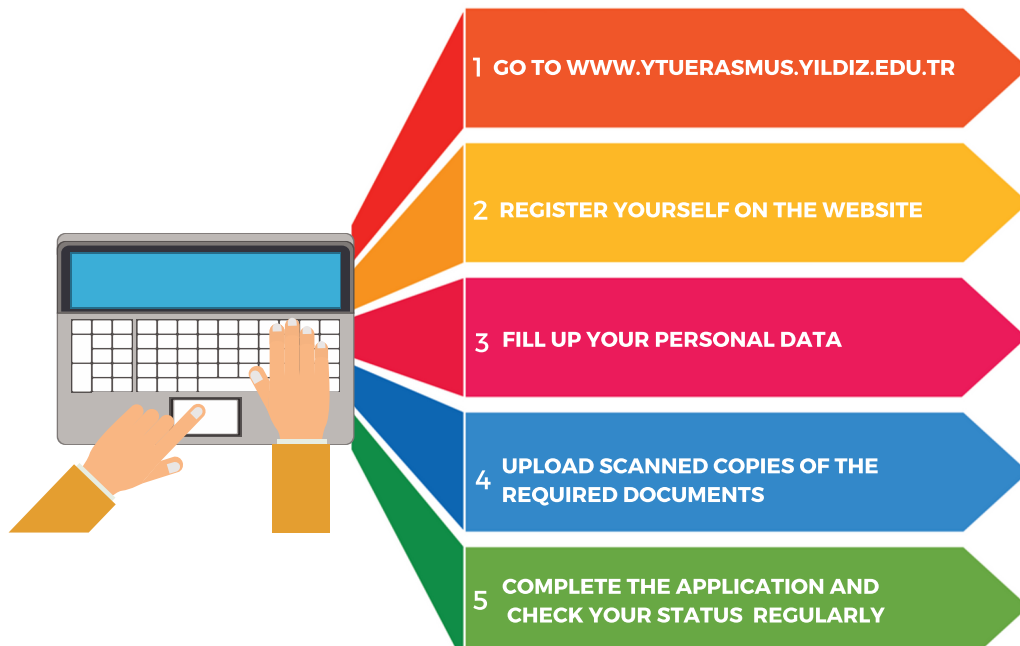## Academic Calendar

http://www.erasmus.yildiz.edu.tr/sayfa/17/Erasmus-Calendar/171
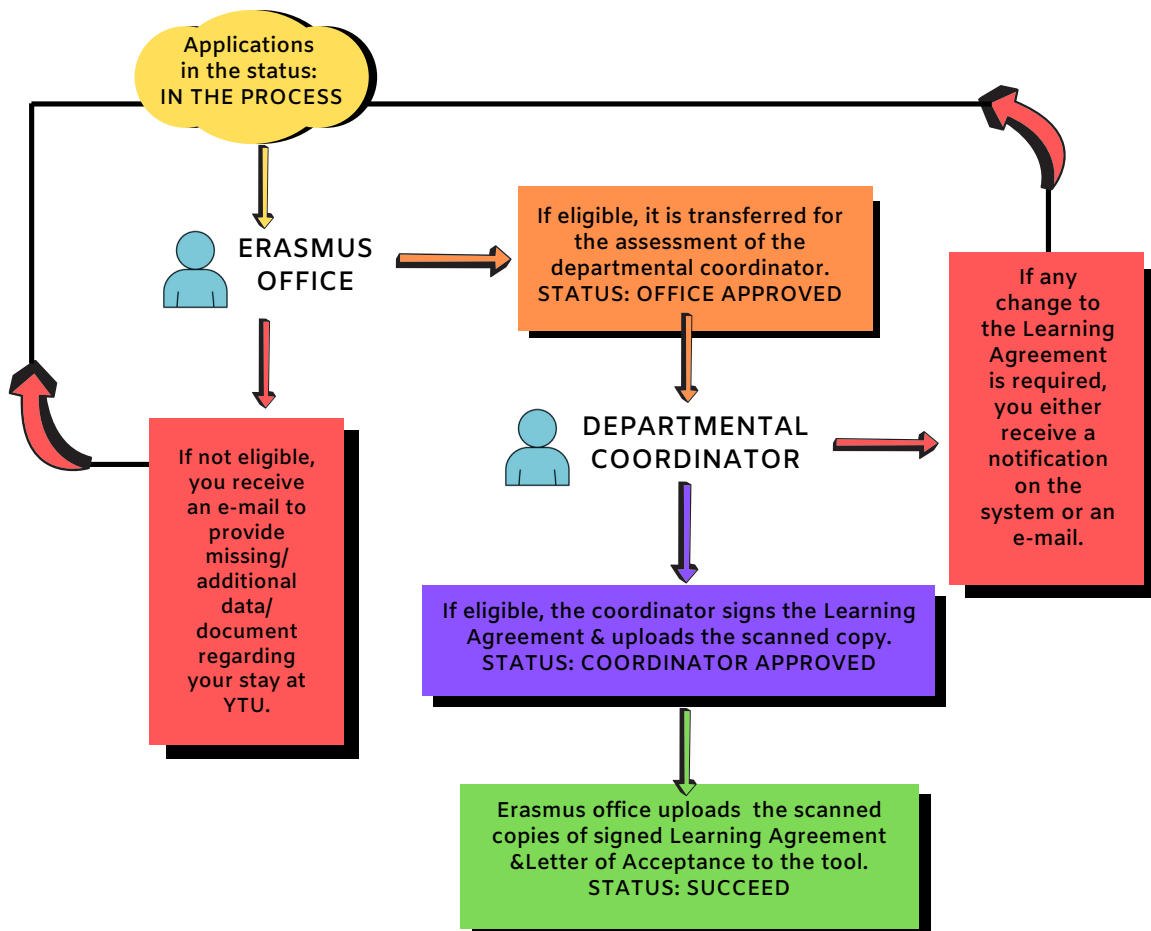
Questions?

In case you face technical difficulties with the application tool or have some questions please do not hesitate to contact incoming@yildiz.edu.tr.

1. ONLINE APPLICATION STEPS

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 REGULARLY

2. ASSESSMENT PROCESS

Applications in the status: IN THE PROCESS

ERASMUS OFFICE

If eligible, it is transferred for the assessment of the departmental coordinator.
STATUS: OFFICE APPROVED

If not eligible, you receive an e-mail to provide missing/ additional data/ document regarding your stay at YTU.

DEPARTMENTAL COORDINATOR

If any change to the Learning Agreement is required, you either receive a notification on the system or an e-mail.

If eligible, the coordinator signs the Learning Agreement & uploads the scanned copy.
STATUS: COORDINATOR APPROVED

Erasmus office uploads the scanned copies of signed Learning Agreement &Letter of Acceptance to the tool.
STATUS: SUCCEED

ERASMUS PROGRAMME UNIT

YILDIZ TEKNİK ÜNİVERSİTESİ
ERASMUS+ PROGRAM BİRİMİ
DAVUTPAŞA KAMPÜSÜ
TAŞ BİNA A-1003
34220 ESENLER
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