

## **Guide for the Outgoing Erasmus+ Students**

### **Before Mobility**

Students who are selected to participate in the Erasmus Student Exchange program are responsible of providing the documents as instructed. Please note the following when preparing your documents.

\* Documents to be delivered before departure: Learning Agreement and Recognition Certificate

1-Please write down exactly which academic year and semester you are preparing your document for.

2- Please make sure that the courses you take at the host university are in accordance with your department courses as much as possible.

\*Also note that you are expected to take courses equal to 30 ECTS in total.

*The curriculum of your department* can be found in the link below:

<http://www.katalog.ktu.edu.tr/DersBilgiPaketi/generalinfo.aspx?pid=80&lang=2>

3- Please make sure that the names and titles you have typed in your documents are correct.

**Head of Department:** Prof. Suleyman ERKAN

**Departmental Erasmus+ Coordinator:** Assist. Prof. Ozgur TUFEKCI

**Head of Compliance Commission:** Assoc. Prof. Ismail KOSE

**Dean:** Prof. Metin BERBER (for undergraduate Students)

**Director Graduate School:** Prof. Yusuf SURMEN (for postgraduate Students)

4-Do not forget to write the codes of the courses when preparing your documents.

5- All of your documents should be prepared in the electronic form. It is important that the forms are downloaded from the web page and filled in properly in capital letters using a word processor.

6- If you have any further questions please contact with Research Assistant Ayce SEPLI.

Room: Ek 204

Office Hours: Mondays 10:00-11:00

E-mail: [aycesepli@ktu.edu.tr](mailto:aycesepli@ktu.edu.tr)

\* Every student is responsible from their own Erasmus+ process. It is your responsibility to provide correct information in your documents. Please note that any other case may be the subject of an investigation.

## **After Mobility**

Students who are selected to participate in the Erasmus Student Exchange program are responsible of providing the documents as instructed. Please note the following when preparing your documents.

\*Documents to be Delivered After Arrival: Course Equivalence Chart

1-Please write down exactly which academic year and semester you are preparing your document for.

2- Please convert your grades according to the note conversion table on the back page of the Course Equivalence Chart.

3- Do not forget to write the codes of the courses while completing the Course Equivalence Chart.

4- Please make sure that the names and titles you have typed in this document are correct.

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7- Please do not forget to include your Recognition Certificate and the Transcript you brought from the host university while delivering your documents.

8- Student who do not attend classes, exams at their host institutions and/or fulfil their responsibilities as the students of the host institution may face a reduction in their grants. As long as the above rules and phases are followed properly, the Erasmus+ process will be completed.

\* Every student is responsible from their own Erasmus+ process. It is your responsibility to provide the correct information in your documents. Please note that any other case may be the subject of an investigation.