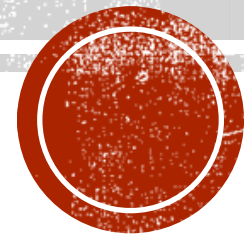


PRESENTATION FOR THE PLACED ERASMUS STUDENTS (2026)

Erasmus+ and Exchange Office

May 2026



AGENDA

A. To-do list before mobility

1. Did Erasmus+ and Exchange Office nominate me?
2. Did I receive any email from the receiving university?
3. How is the application procedure in the receiving university?
4. Which documents should I send to the receiving university?
5. What is OLA system?
6. What should I do when I get the acceptance letter?
7. Which documents should I upload to the MyKHAS system?
8. How can I apply for the visa?
9. How can I receive my grant?

B. To-do list during mobility

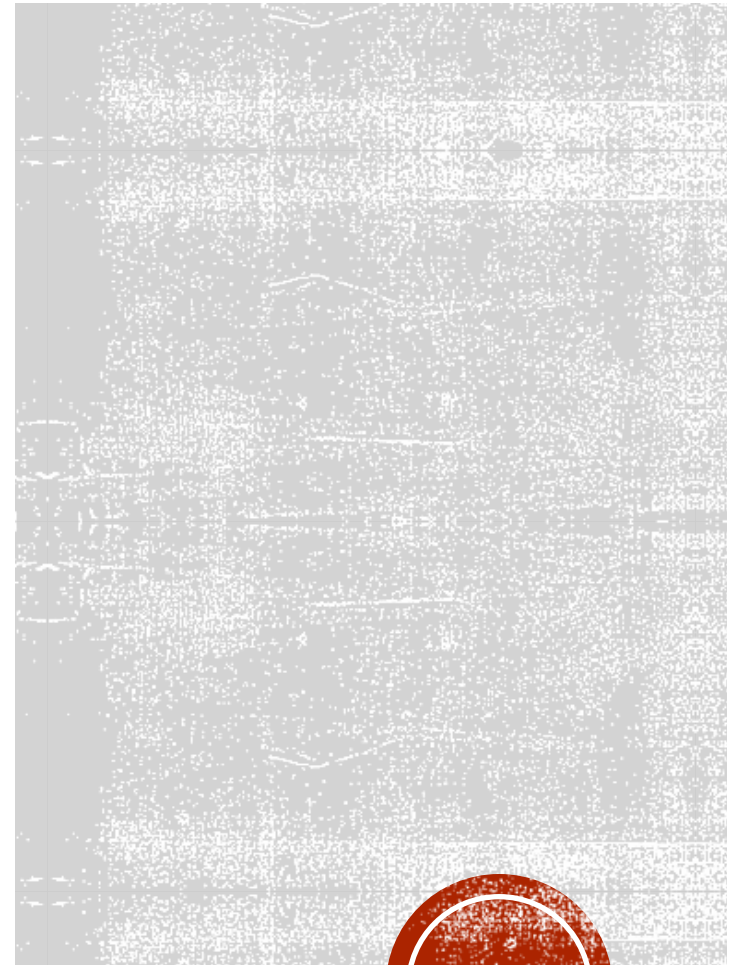
1. How can I change my courses?

C. To-do list after mobility

1. Which documents should I submit to the Erasmus+ and Exchange Office?
2. What is Mobility Tool Survey?



BEFORE MOBILITY PROCEDURE



**DID ERASMUS+ AND EXCHANGE OFFICE
NOMINATE ME?**

YES

NO



**DID I RECEIVE ANY EMAIL FROM THE
RECEIVING UNIVERSITY?**

YES

NO

(please contact Erasmus and
Exchange Office)



HOW IS THE APPLICATION PROCEDURE IN THE RECEIVING UNIVERSITY?

ONLINE

- Online form and you should upload your documents to their application system.
- Please note the application deadline. (It is your responsibility)

E-MAIL



WHAT IS OLA SYSTEM? ECTS REQUIREMENTS?

- **OLA: Online Learning Agreement** (Online version of Learning Agreement)
- 3 signatures:
 - Student
 - Erasmus+ representatives at KHAS ,
 - Erasmus+ representative of receiving university

1 SEMESTER: 30 ECTS

2 SEMESTERS: 60 ECTS

For your grant, you need to follow this rule.





Login with

Examples: University of Bologna, name@aut

or



Login with eIDAS



Login with Google



Login to MyAcademicID IAM Service

Username

Password

Username alanına üniversitemiz tarafından verilen mail adresinizi yazınız.

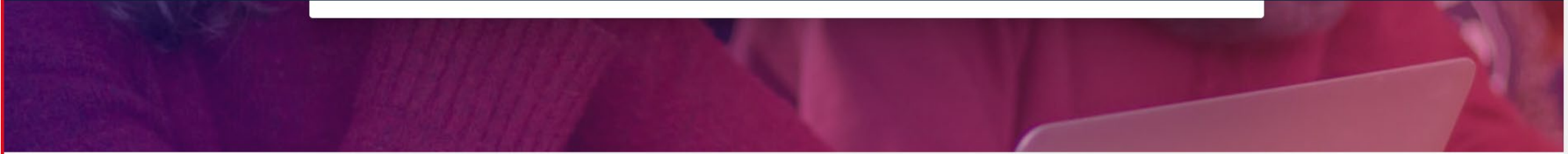
Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login



The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.



See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

[Create New](#)



learning-agreement.eu/create/mobility

OLA
learning agreement

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

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral

<https://www.learning-agreement.eu/la/0>



Academic year *

2022/2023

Student

First name(s) *

Okan

Last name(s) *

Mergen

Email *

okanmergen@gmail.com

Date of birth *

10/10/1990



Gender *

Male



Nationality *

Turkey (428)



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

Field of Education *

Political sciences and civics (0312) (760)



Field of Education Comment

Study cycle *

Bachelor or equivalent first cycle (EQF level 4)

Field of education: The ISCED-F 2013 search tool available at <http://ec.europa.eu/education/international-standards>

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent

Sending Institution

Country *

Turkey x

Name *

KADIR HAS UNIVERSITESI x

Faculty/Department

Radio, TV and Cinema

Address *

Istanbul

Erasmus Code *

TR ISTANBU16



Sending Responsible Person

First name(s) *

Esin

Last name(s) *

Cengiz Paça

Position *

Erasmus Departmental Coordinator

Email *

esin.cengiz@khas.edu.tr

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

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.



Academic year *

2022/2023

Sending

Sending Institution

Country *

Belgium x

Name *

Vrije Universiteit Brussel x

Faculty/Department *

GH Political Sciences

Address *

Erasmus Code *

The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps.



Select your home institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

Receiving Responsible Person

First name(s) *

James

Last name(s) *

Cameron

Position *

Coordinator

Email *

jamescameron@gmail.com

Phone number

Responsible person at the Receiving Institution: 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.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number



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) *

Introduction to XXX

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 *

AAA 101

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

6

Semester *

First semester (Winter/Autumn)

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.

Add Component to Table A



Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

Introduction to YYY

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 *

ZZZ 101

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

5

Semester *

First semester (Winter/Autumn) ▾

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.

Automatically recognised towards student degree

Automatic recognition comment



Your Online Learning Agreement has been updated.



Academic year *

Table C

No Paragraph added yet.

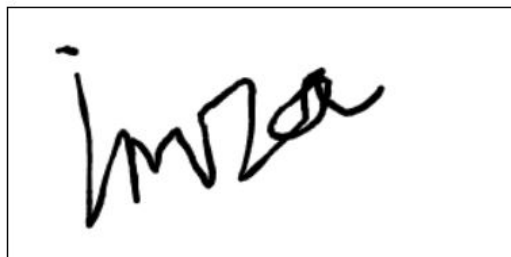
Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

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.

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be 'Imza'.

Clear

[Previous](#)

[Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review](#)



See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
KADIR HAS UNIVERSITESI	OTTO-FRIEDRICH-UNIVERSITAET BAMBERG	Ready to Edit	Thu, 04/15/MUJ0 11:20	Edit Download PDF History



WHAT IS ERASMUS REPRESENTATIVE? HOW CAN I FIND MY ERASMUS REPRESENTATIVE?

- Erasmus+ representative is the person who is responsible for the course equivalence.
- The person who will approve your learning agreement.
- **Erasmus+ and Exchange office can not approve your learning agreement!**



**WHAT SHOULD I DO WHEN I GET THE
ACCEPTANCE LETTER?**

MYKHAS



WHICH DOCUMENTS SHOULD I UPLOAD TO THE MYKHAS SYSTEM?

Evrak	Durum
Öğrenim Sözleşmesi (Hareketlilik Öncesi)	İndir Onaylandı
Yeni Dönem Kayıt Yenileme	Dosya yüklenmemiş
Kabul mektubu	İndir Reddedildi (İmza eksik) Yeni belge yüklendiğinde tekrar değerlendirilebilir.
Hibe sözleşmesi	Dosya yüklenmemiş
Yurtdışı seyahat sağlık sigortası	İndir Reddedildi (Kaşe eksik) Yeni belge yüklendiğinde tekrar değerlendirilebilir.
Öğrenci taahhünamesi	Dosya yüklenmemiş
Hareketlilik öncesi ders eşleştirme onay formu	İndir Onaylandı
Vize	İndir Onaylandı
Feragat Dilekçesi	Feragat edilmedi
Hareketlilik sırası	
Erasmus uzatma formu	Dosya yüklenmemiş
Öğrenim sözleşmesi (Hareketlilik Sırasında)	Dosya yüklenmemiş
Hareketlilik sonrası	
Katılım belgesi (Confirmation of Stay)	İndir Onaylandı



KADIR HAS ÜNİVERSİTESİ

Erasmus+ ve Değişim Ofisi

Hibe Taahhütnamesi

Erasmus+ Öğrenim Hareketliliği kapsamında, ilk taksitte hak ettiğim hibenin %70'ine denk gelen hibe tutarını, vizemin çıkmasının ardından hibe sözleşmesi imzaladıktan sonra alacağım.

Dönüş hibesini hak edebilmek için min. 20 ECTS'ten başarılı olmam gerektiğini biliyorum. Erasmus+ hareketliliğimin dönüşünde pasaport giriş-çıkış mühürleri ve karşı kurumdan alacağım Confirmation of stay (real kalış süresini gösteren belge) ile Erasmus'ta geçirdiğim günlerin tekrar hesaplanacağını ve bu durumun hibemde artı veya eksi olarak değişikliğe yol açacağını kabul ediyorum.

İSİM:

SOYİSİM:

ÖĞRENCİ NO:

İMZA:

TARİH:

ERASMUS+ STUDY **PROGRAM** **COMMITMENT LETTER:**

- You need to download from MyKHAS system, fill it and and upload to the system again.



KADİR HAS ÜNİVERSİTESİ
ERASMUS VE EXCHANGE PROGRAMLARI
HAREKETLİLİK ÖNCESİ İÇİN
DERS EŞLEŞTİRME ONAY FORMU

ÖĞRENCİ ADI SOYADI		ÖĞRENCİ NO	
FAKÜLTE/ ENSTİTÜ		BÖLÜM	
GİDİLEN ÜNİVERSİTE		ÜLKE	
DEĞİŞİM YILI VE DÖNEMİ		ÖĞRENCİ İMZASI	

GİDİLEN ÜNİVERSİTEDE ALINACAK DERSLER			KADİR HAS ÜNİVERSİTESİ'NDE MUAFİYET VERİLECEK DERSLER			
DERSİN KODU	DERSİN ADI	AKTS KREDİSİ	DERSİN KODU	DERSİN ADI	AKTS KREDİSİ	KHAS KREDİSİ

BÖLÜM ERASMUS TEMSİLCİSİ AD SOYAD/ ÜNVAN:
İMZA
TARİH:

COURSE EQUIVALENCY FORM-BEFORE MOBILITY

- You need to upload from MyKHAS, then fill the form, sign it and send it to the person who will sign it. (erasmus representative, academic adviser..) After you get the signatures, you need to upload to the system again.



HOW CAN I APPLY FOR THE VISA?



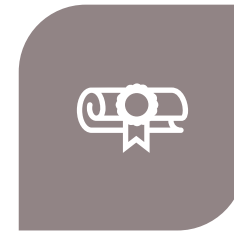
YOU NEED TO HAVE YOUR INTERNATIONAL HEALTH INSURANCE READY, INCLUDING THE DATES YOU WILL STAY WHEN SIGNING THE GRANT CONTRACT AND A 30000 EURO DEPOSIT.



FOR GERMANY, YOU MUST REQUEST A PETITION FROM THE SYSTEM FOR THE AT11 CERTIFICATE YOU WILL RECEIVE FROM SGK. WHEN YOU RECEIVE YOUR AT 11 CERTIFICATE, YOU SHOULD UPLOAD IT TO THE SYSTEM.



STUDENTS ARE RESPONSIBLE FOR THE VISA APPLICATION AND PROCEDURES.



UNIVERSITIES IN THE NETHERLANDS APPLY FOR YOUR VISA AND INSURANCE ON YOUR BEHALF.



WHEN YOU UPLOADED ALL OF YOUR REQUIRED DOCUMENT TO THE MYKHAS SYSTEM, THEN YOU CAN REQUEST YOUR LETTER FOR THE CONSULATE.

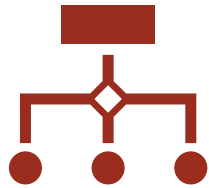


VISA APPLICATION— ATTENTION!

- Please inform the current list of required documents for the visa from the embassies of websites in Turkey.
- All selected students are responsible for learning the visa procedures of the destination country and completing their procedures on time..
- Since visa procedures take longer, especially in countries such as Denmark, the Netherlands, Slovenia and the Czech Republic, visa requirements must be well learned and visa applications must be made as early as possible.
- After you get your visa, you need to upload your visa to the MyKHAS system.



GRANT AGREEMENT



You need to upload the grant agreement from MyKHAS system, and fill the yellow parts, then you need to upload to the system again.



You need to have Yapı Kredi EURO account on your name.



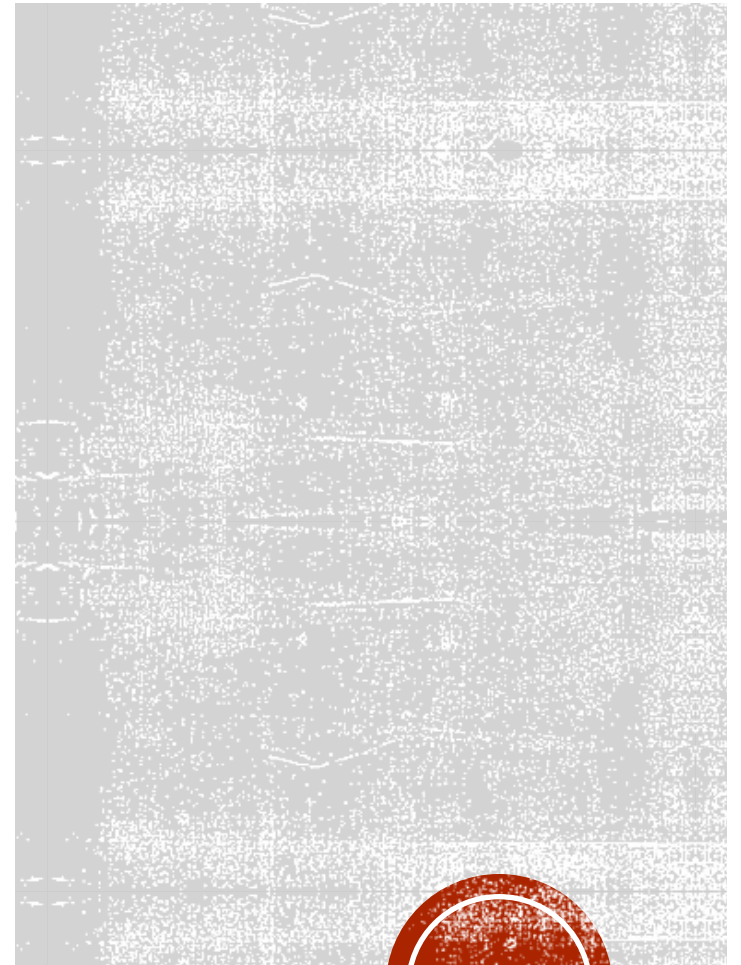
We check your grant Agreement and we will inform you when to sign it.



GRANT PAYMENT

- Your total grant is calculated based on the dates written in your acceptance letter and the grant band of the country you are visiting.
- After uploading the photo of your visa to the system, your 70% grant will be sent to your account.
- The rest of the grant are calculated by looking at your returning documents you have submitted and the 2/3 ECTS success rule and are transferred to your account.
- If you stay at the receiving university for less than 3 months without force majeure, you will have to return your entire grant and you will not be considered an Erasmus student.
- If the entry-exit dates specified in your passport are shorter than the total stay specified previously, a grant can be deducted.
- If it is determined that you have left your country for more than 1 week during your Erasmus mobility, except for holidays such as academic holidays, weekends or national holidays, a grant cut will be made for that period!

DURING MOBILITY PROCESS



LEARNING AGREEMENT

- If the course you selected in your receiving university has not been opened, you must take another course instead.
- By making this course change again through the OLA system, you need to get approval from your erasmus representative and download your PDF document signed by the parties from OLA and upload your document to MyKHAS.
- Before completing this process, students who make a course change or drop out will be deducted from the grant.

EXTENSION FORM

- If you want to extend your Erasmus+ to spring semester!

AFTER MOBILITY PROCESS

- **Confirmation of Stay:** You need to get approval from the receiving university.
- **Mobility Tool Survey:** After completing the above-mentioned documents, you will be sent a questionnaire via the "Mobility Tool" used by the European Commission. You must complete and submit this survey
- **Transkript:** If the hard copy version of your transcript at the partner university is sent to you without opening the original or envelope; if it is sent by email, forward it with the person who sent the email to the Erasmus and Exchange Office. Your transcript can also be sent directly to us, we will notify you in such a case.
- **E-devlet entry-exit document**





CONFIRMATION OF STAY



Upon your arrival at host institution, have Section 1 – "CONFIRMATION OF ARRIVAL" signed and stamped by the host institution and return the form to Kadir Has University Erasmus and Exchange Office by e-mail (erasmus@khas.edu.tr).

At the end of your study/work placement, have Section 2- "CONFIRMATION OF DEPARTURE" signed and stamped by the host institution and submit the form to Kadir Has University Erasmus and Exchange Office.

Name of Student:

Degree & Department:

Home Institution: KADIR HAS UNIVERSITY Erasmus Code: TR ISTANBU16

Host Institution:

SECTION 1 – CONFIRMATION OF ARRIVAL

I hereby confirm that the above student has started his/her study period at our institution on:

DATE (dd/mm/yy):

NAME:

TITLE:

SIGNATURE:

DATE:

OFFICIAL STAMP OF HOST INSTITUTION

Please return this document to:
Kadir Has University Erasmus and Exchange Office
Fax: +90 533 65 15 Email: erasmus@khas.edu.tr

SECTION 2 – CONFIRMATION OF DEPARTURE

I hereby confirm that the above student has completed his/her study period at our institution on:

DATE (dd/mm/yy):

NAME:

TITLE:

SIGNATURE:

OFFICIAL STAMP OF HOST INSTITUTION

ERASMUS AND EXCHANGE OFFICE
ERASMUS STUDENT MOBILITY FOR STUDIES

KADIR HAS UNIVERSITY

CONFIRMATION OF STAY

- You must have this document signed and stamped when you are in the receiving university.



SUGGESTIONS

1. Please check your KHAS E-mails regularly.
2. Please learn the your Erasmus+ coordinator in the receiving university.
3. Please prepare and submit your documents correctly.
4. Please prepare and submit all of the documents especially for the visa, on time!
5. Be prepared for questions that may come to you about Türkiye. Once you are sure that you know the topic when entering a discussion, pay attention to the discussion without personalizing the topic.
6. Please always obey the rules of the country that you will go.
7. Official documents; passport, residence permit etc. carry a photocopy with you.
8. You can other FAQ in our website below;

<https://www.khas.edu.tr/en/global-faq/>

****Take brochures and materials with you to promote Kadir Has University. (You can get it from us)**

****Take lots of photos and share them, don't forget to tag us on our Instagram page 😊 **Global_KHAS****



**THANK YOU FOR
YOUR ATTENTION**

Erasmus+ and
Exchange Office

