

ERASMUS PROGRAM PROCEDURES BEFORE MOBILITY

When you want to meet your Erasmus advisor, please come during the meeting hours or make an appointment via e-mail. Do not forget to get approval from your department Erasmus advisor while/after making your course selections. After all your documents are completed, you can get a signature from the Erasmus coordinator of the department. For this, you need to make an appointment with him/her.

In accordance with the rules of Erasmus, 30 ECTS Credits must be taken from the partner university and METU and at least 20 ECTS Credits of the coursework must be passed.

Documents to be prepared for departure:

- 1. Learning Agreement* (LA) Before Mobility:** You can use the online academic catalogue at <https://catalog.metu.edu.tr/> to find METU course equivalents**. After you and the Erasmus Coordinator of the Department sign the document, it will be submitted to ICO. Then, the Institutional Coordinator will sign it and it will be scanned and sent to the partner university for signature.
- 2. Academic Confirmation Form-Departure (Akademik Onay formu-Gidiş):** The same courses will be written as in LA. Signatures will be obtained from the Erasmus Coordinator of the Department, Head of Department and Dean's Office.
- 3. Student Petition:** It is available at the Secretariat Office. Term leave box in the form will be ticked. The document will be numbered from the archive, the box will be checked, the necessary documents will be added, and it will be signed by the department advisor (the person who gave your course approval). **The Academic Permit Request (Dönem İzni Dilekçesi)** in the ICO-Outgoing Students Useful Forms section will be attached to this form. For the semester leave, **Acceptance Letter from the Receiving University** and **Academic Confirmation Form** must be attached to the forms mentioned in this article.

*Some universities also require online applications and universities have their own LA forms. Even if an application is made in this way, METU LA must be filled in.

The recognition of the courses you find in METU after completing the program depends on the instructor's positive signature on **the Erasmus Course Equivalency Confirmation Form (Erasmus Ders Denkliği Onay Formu). It is important to bring the materials (e.g. course syllabus) from the courses you take with you to convince the professors.

FLE Erasmus Coordinatorship only provides you with **academic support**. Fee-free Passport Letter, Dormitory Permit Petition for those staying in the dormitory, Erasmus Grant Agreement, opening a bank account, visa, air ticket and health insurance etc. are basically your responsibility and are the transactions you will carry out with your advisor at the ICO.

All required documents can be accessed from <https://ico.metu.edu.tr/>.

Your ICO advisors will give you an information note about the steps you need to follow.

ICO Advisor: The person who guides you at the International Cooperation Office

Department Advisor: The instructor who give your course approval every semester

Erasmus Coordinator of the Department: Prof. Dr. Martina GRAČANIN YÜKSEK

Erasmus Advisors of the Department: Res. Assist. Esra KARAKUŞ and Res. Assist. Aycan DEMİR AYAZ

After all transactions and signatures are completed, documents should be scanned and sent to ersmsfle@metu.edu.tr

