

FREQUENTLY ASKED QUESTIONS (FAQ)

A) ERASMUS INCOMING STUDENTS

1) How can I apply to AMU within the scope of the Erasmus+ Program?

- There should be an inter-institutional agreement (IIA) between the institutions.
- Each exchange/Erasmus student should be nominated to AMU Erasmus Office by their institution. The nomination should be done by the home institution to erasmus@ankaramedipol.edu.tr
- After the nomination process, Ankara Medipol University informs the student regarding the application and admission process via e-mail and provides guidance.
- The student is expected to send the requested documents to Erasmus Office (erasmus@ankaramedipol.edu.tr) within the specified time.
- An "Acceptance Letter" is sent to the student who submits the application documents on time.
- The student can benefit from Erasmus Activity at our University within the date range specified in the Acceptance Letter.

2) How will I be officially informed about the results of the Erasmus application?

After the relevant department confirms your application, Erasmus Office sends a Letter of Acceptance to the student via e-mail. For this reason, it is important to have an up-to-date e-mail address written in your application documents.

3) Do I have to pay any fee to Ankara Medipol University within the scope of the Erasmus+ Program?

No. The Erasmus incoming student does not need to pay tuition fees to AMU.

4) As an incoming student within the scope of Erasmus+, should I send my application form by regular post or fax, or can I send it as an e-mail?

Erasmus incoming student can submit the required documents via e-mail. The scanned format is acceptable.

Email: erasmus@ankaramedipol.edu.tr

Address: Ankara Medipol University Erasmus Kurum Koordinatörlüğü, Hacı Bayram Mah., Talatpaşa Bulvarı No:4/1 Altındağ Ankara/ Türkiye Postal Code 06050

5) Is it possible to extend the deadline for the application?

In case of force majeure and individual cases, you can contact erasmus@ankaramedipol.edu.tr regarding the issue.

6) Do I need to provide a document for language proficiency?

In accordance with the Erasmus+ Program, the sending institution conducts a language proficiency test. For this reason, incoming students are not required to submit a language proficiency document to Ankara Medipol University.

7) Does AMU provide any financial support to the Erasmus incoming students?

No. You can discuss your grant status with the sending institution.

8) What kind of support does AMU provide for orientation programs and adaptation to the school/city?

In the pre-registration period, an orientation and Info Package are presented to students concerning all kinds of issues (such as accommodation, body language, embassies, VAT, info about the city and country, cost of living, transportation, health care, insurance, residence permit, and visa, etc.) Students can also visit the Erasmus Office in case of any questions.

9) What should I do if I do not receive any e-mail from Erasmus Office?

The student should make sure that the e-mail address specified in the nomination process is correct. The student should inform the Erasmus Office via e-mail or telephone for confirmation.

E-mail: erasmus@ankaramedipol.edu.tr

Phone: +903125088824

10) Can I get a tourist visa instead of a residence permit?

No. A tourist visa can be obtained for entrance to the country and can be used for 90 days. However, a tourist visa can only be obtained once in 180 days. Within the scope of the Erasmus Program, the student stays for more than 90 days in a semester. Once the student leaves the country, he/she cannot return and complete the semester mobility. That's why the student needs a student visa.

11) What should I do if I want to stay in the country after the end date of the semester?

At the end of the mobility within the scope of the Erasmus Program, the incoming won't be an Erasmus student at Ankara Medipol University. Hence, the incoming may not be able to obtain a student document from the university. For this reason, the student can get support from the Embassy in Ankara if he/she wants to stay more.

12) Can I benefit from discounted transportation cards given to students?

Yes. The student should apply online for the student discount card (Ankarakart). The relevant link: <https://www.ankarakart.com.tr/islem-merkezi>

B) ERASMUS OUTGOING STUDENTS

1) I was informed by the Erasmus Office that I would be nominated to the host university. However, some time has passed and I did not receive any feedback from the host institution. What should I do?

If the student has not received an e-mail regarding the nomination to the host university till two months before the expected departure date, please contact the AMU Erasmus Office.

2) I have some questions about the host institution where I will study. Who do I need to contact?

The student can get information from the website of the host university. Websites include the institution's curriculum, lectures, dormitories, etc., and contain detailed information on the subject. If the student has difficulty finding information on the website, he/she can contact Erasmus Office.

3) Can you help me fill out my Erasmus application form?

Yes. Information on how to obtain and fill out the forms is available in the announcement text. If the student still has difficulty filling out the form, he/she can contact Erasmus Office.

4) The students to be granted have been announced, but I am not among them. However, I'm on the waiting list. Can I still be a participant?

Following the announcement of the election results, If the student is on the waiting list, the student can write a petition to the Erasmus Office within 10 days and declare his/her request to be an Erasmus student without the grant. So that the application documents that the student has submitted during the application process can be re-examined and if the student meets the conditions, he/she can be considered a non-granted Erasmus candidate. The result will be notified to the student in written language.

Students who did not apply for the related Call are excluded from this situation.

5) The students to be granted have been announced, but I am on the non-granted student list. Do you think that I may get a grant later?

It is a low probability. A substitute student is entitled to the grant if a student waives her/his right. If there is no substitute student on the list, non-granted students can be granted.

6) I want to ask you some questions. When can I visit your office?

The student can visit Erasmus Office from Monday to Friday during working hours.

7) I prepared a Learning Agreement. Who approves the document in question?

LA (pdf) should be signed by;

1. The student
2. AMU Erasmus Departmental Coordinator and
3. AMU Erasmus Institutional Coordinator, and
4. The responsible person of the host institution
5. The document should be submitted to AMU Erasmus Office.

8) I saw that the announcement text was posted. Is English Language Proficiency Exam result of the Preparatory Class acceptable?

Yes. Please contact Erasmus Office: erasmus@ankaramedipol.edu.tr

9) How can I know the course content while choosing a university during the application process?

First of all, the inter-institutional agreement list should be examined by the student, and the student should be aware that the agreements are departmental-based documents. And please pay attention to the language of instruction in the host university. The courses and their contents can be examined via the website in general. The Erasmus Application Form, in which the student indicates the name of the host university, should be filled in line with the opinion of the Erasmus Departmental Coordinator.

10) Do I have the right to withdraw from the mobility program after being selected on the main list?

By submitting a petition, the student can withdraw from her/his right in "Waiver Week". The student can find the application calendar in the announcement text.

11) Can I cancel the mobility after Waiver Week?

Even if the student submits a petition in case of renunciation after the waiver week, the student is evaluated with a minus point in the next application.

12) How should I choose the host University?

First of all, the student should check the inter-institutional agreements of AMU. The student can also search for many subjects such as the language of instruction, duration of the study, course adaptations, and ECTS features. The student can review the website of the host institution and consult her/his Erasmus Departmental Coordinator for an opinion.

13) How long can I stay within the framework of the Erasmus+ Program?

The duration of Erasmus+ Mobility varies between 2-12 months.

14) How can I apply to be an Erasmus student?

To apply online, please click: <https://erasmusbasvuru.ua.gov.tr>

15) Can associate degree students benefit from the Erasmus+ program?

Yes, they can. Associate, Undergraduate, Postgraduate, and Doctoral Program students can benefit from the Erasmus program.

16) Can I go to any university in Europe as an Erasmus+ student?

Erasmus+ Student Mobility for *Traineeship* allows the student to intern at any University in Europe. However, the student can only go to the institutions mentioned in the Erasmus agreement list within the scope of Erasmus Student Mobility for *Studies*.

17) What is Inter-institutional Agreement?

What two universities will make within the scope of the Erasmus program is a student (associate degree, undergraduate, graduate, doctorate) and staff exchange agreement for 6 years or longer.

18) As an Erasmus student, can I go to a university where my department does not have a mutual agreement but where the university has an agreement?

You can carry out Erasmus student mobility for the traineeship. However, If you apply for student mobility for studies, you should choose the universities that your department has an agreement with.

19) What is a Learning Agreement (LA)?

A learning agreement is an international document that shows the courses you will take at the host University. And LA guarantees full recognition.

20) What is the Academic Recognition Sheet, and what is it used for?

It is a document that guarantees the full recognition of the courses you have taken abroad.

21) As an Erasmus student, should I register at Ankara Medipol University during my stay abroad? Do I have to pay my tuition fee?

Yes, you should. The student should re-enroll in Ankara Medipol University for the Erasmus term and pay the student fee to Ankara Medipol University. However, the student does not select a course in the student system. Because the courses should be selected in Learning Agreement for Erasmus Students.

22) Do I have to do the passport and visa procedures myself?

Yes, you do. Passport and visa procedures are at your own risk. However, Erasmus Office provides an embassy letter to support your visa upon the written request of the student.

23) How long ago do I have to apply for a visa?

Please call the consulate or embassy of the country immediately after you are selected as an Erasmus student. In some countries, it may take up to 5 months for the visa to be granted.

24) Does Host University have to find a place to stay for me?

The host university does not have to find accommodation for you but it can help you find housing.

25) Which health insurance should I have?

The student can benefit from internationally valid health insurance. The insurance should cover the dates of the mobility.

26) When will I receive the Erasmus Grant after being selected as an Erasmus student?

The student should submit the “before mobility documents” to Erasmus Office. Then, the student will receive 80% of the Erasmus grant before the mobility. He/she will receive the remaining 20% of the grant after the mobility.

27) Will I participate in the Orientation program at the host university as an Erasmus student?

Yes, you will. Almost every university prepares an Orientation program for incoming Erasmus students. The orientation program helps the student learn about the host university and the education system.

28) Can I change the courses written in the Learning Agreement?

Within 5 weeks of your arrival at the host institution, you can request a change in the courses if you need to change it. Your request will be evaluated within 2 weeks by Erasmus Departmental and Institutional Coordinator.

29) What happens if I take five courses from the host university and fail 3 of them?

Failed courses are re-taken at your home university after mobility.

30) Is there a Language Preparation Course I can attend?

There is usually a supplementary foreign language course organized by the university in the host country before the academic education for the benefit of the Erasmus student. You can also register with Eu Academy for language support. Eu Academy is an online language support for Erasmus Students. It's free and you can participate in the online language courses via Eu Academy.

31) Who can benefit from the Erasmus Internship Program?

Associate, undergraduate, graduate, and doctoral students can benefit from the Erasmus traineeship mobility program.

32) I have already benefited from the Erasmus Study Mobility Program. Can I also benefit from the Erasmus Internship Program?

Yes, you can. The total mobility duration can be max. 12 months for each education level (EQF 5,6,7,8)

33) Is inter-institutional agreement required for the Erasmus Student Mobility for Traineeship?

No. It is sufficient to obtain the Letter of Acceptance from the host institution where you will do the internship.