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Erasmus+ KA107 STUDENT and STAFF GUIDE

2022

Information for Staff

Teaching Mobility for Staff at OMU

This activity allows incoming teaching staff to teach at OMU in any subject area/academic discipline defined in our inter-institutional agreement.

- Teaching Period: from 2 days to 5 consecutive days
- Teaching hours: Minimum 8 hours teaching per week

For example; teaching hours can be spread among 2 days (4 hours each) or 5 days (1.5 hours each). This is your choice.

Training Mobility for Staff at OMU

This activity supports the professional development of HEI teaching and non-teaching staff as well as the development of involved institutions.

- Training Period: from 2 days to 5 consecutive days
- Training hours: Minimum 4 hours per day

This activity type may be used by academic/teaching or administrative staff.

Nominated staff documents must be sent via e-mail to erasmus@omu.edu.tr at least one month prior to the staff weeks.

Grant Details for Staff

140 Euro's per day (number of activity days + 2 travel days) + travel grant

The amount of travel grant must be calculated using the "Distance Calculator". The distance calculator is accessible from the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Travel Distances	Amount (EUR)
20-99 km	20 €
100-499 km	180 €
500-1999 km	275 €
2000-2999 km	360 €
3000-3999 km	530 €
4000-7999 km	820 €
8000 km or more	1.500 €

A Sample of Grant Calculation

For a 5 working days visit from Russia:

Daily Grant: 140 x 7 (5 days activity + 2 days travel) = 980 €

+Travel Grant: 530 €

=Total Grant: 1510 €

For further information and relevant forms please check this link

<http://erasmus.omu.edu.tr/en/genel/ka107-staff>

Staff Teaching Mobility: <http://erasmus.omu.edu.tr/en/genel/teaching-mobility>

Staff Training Mobility: <http://erasmus.omu.edu.tr/en/genel/training-mobility>

Accommodation for Staff: Staff are welcome to find their own accommodation. We recommend www.booking.com or www.hostels.com

Information for Students

Erasmus Student Mobility

Student mobility for studies, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months.

OMU will accept **graduate** students for exchange only if:

a) They agree to take courses at our University. Or,

b) They find a Research Supervisor at OMU (by themselves) who is ready to accept the student. In this case, the student should submit to us an acceptance letter or e-mail from the agreed supervisor during the application period. Please note that it is not possible for OMU Erasmus Office to assign academic supervisors to students who wish to conduct research work at OMU.

Student mobility for traineeships, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates as from 2018. The mobility period can last from 2 to 12 months.

“Traineeship” involves vocational training and/or work experience related to the student’s study field. Traineeship mobility may be voluntary and does not need to be embedded in the student’s study programme.

The same student may participate in mobility periods totalling up to **12 months maximum per each cycle of study**, independently of the number and type of mobility activities. Participation with a zero-grant from EU funds counts as well towards this maximum duration.

OMU will accept **training** students for exchange only if:

They find a Training Supervisor at OMU (by themselves) who is ready to accept the student. In this case, the student should submit an acceptance letter or e-mail from the agreed supervisor during the application period. Please note that it is not possible for OMU Erasmus Office to assign training supervisors to students who wish to conduct training activities at OMU.

Our application deadlines for students are:

Autumn Semester: **15 July**

Spring Semester: **15 November**

Grant Details for Students

800 Euro's per month + travel grant

The amount of travel grant must be calculated using the "Distance Calculator". The distance calculator is accessible from the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Travel Distances	Amount (EUR)
20-99 km	20 €
100-499 km	180 €
500-1999 km	275 €
2000-2999 km	360 €
3000-3999 km	530 €
4000-7999 km	820 €
8000 km or more	1.500 €

A Sample of Grant Calculation

For a 5 month study period from Russia:

Monthly Grant: 800 € x 5 (months) + 530 € (travel grant) = **4,530 € (Total Grant)**

For further information and relevant forms please check this link

<http://erasmus.omu.edu.tr/en/genel/ka107-student>

Student Study Mobility: <http://erasmus.omu.edu.tr/en/genel/student-study>

Student Traineeship Mobility: <http://erasmus.omu.edu.tr/en/genel/student-traineeships>

Please click:

OMU Course Catalogue

List of English Courses

OMU Key Data

Accommodation for Students

OMU offers accommodation to incoming exchange students in the International Student Dormitories. Our dormitories have wi-fi internet.

- **Atakum Boys' Dormitory**

The dormitory is situated on the “Guzel Sanatlar” Campus. It consists of 2 blocks and each block has 2 floors. It has an 81 bed capacity. Each block has a kitchen, TV room and study room. The dormitory is very close to public transport and the campus and city centre is easily reachable.

- **Atakum Girls' Dormitory**

The dormitory is located in the suburb of Mimar Sinan, one of the most favourite and central part of the town of Atakum. It consists of 2 blocks and has a 150 bed capacity and one kitchen. Each floor has a lounge and a TV room.

For more information please see here : <http://erasmus.omu.edu.tr/en/genel/accommodation>

Girls' Dormitory Monthly fee:

Room type	Price
Single room	750,00 TL
Double room	600,00 TL
Room for 3	500,00 TL
Room for 4	450,00 TL
Deposit	One month rent

Boys' Dormitory Monthly fee:

Room type	Price
Single room	750,00 TL
Double room	600,00 TL
Room for 3	500,00 TL
Room for 4	450,00 TL
Deposit	One month rent

! If you wish to stay in the dormitory please fill the "First contact and accommodation form" [here](#).

Please click for the [Dormitory Rules and Regulations](#).

If you do not wish to stay in the dormitory you may ask our office staff for assistance to learn about other options to stay on or close to the campus. You may also stay in private dormitories, hotels or rent flats for approximately 120 Euros. The easiest way to find a flat is to do some research on the internet (eg. <http://www.emlakcim.com.tr/>) or knock the door of a real estate agency in your neighbourhood.

If you have extra time, it is also possible to find an apartment by wandering around and looking for a flat for rent. When you rent a flat via agency, you should be prepared to pay one-month rental as an agency cut. Besides, you should take into consideration paying a deposit whether you are renting the flat directly or through an agency. The amount of deposit is equal to approximately one-month rent. However, at the end of the tenancy contract, if you hand in the flat in good condition, the deposit you paid will be given back to you.

Buddy Programme for Students

Each requesting student is assigned a buddy who will help you with the first steps of living and studying in Samsun. The buddies will be arranged by ESN Samsun. The student buddies are voluntary and will contact you by e-mail before your arrival. They will help you with the formalities at the university and with practical issues. You are invited to be friends with ESN Samsun on Facebook, Instagram and twitter. You may also e-mail them at esnsamsun@esnturkey.org

! If you request a buddy please fill the “First contact and accommodation form” [here](#).

Information for Staff and Students

Important notes

Do not forget to bring your prescribed or needed medication if you have any.

Internet

You may use “eduroam” on our campus. For the use of our visiting staff, our details for wi-fi connection are:

ID: intercollab

Password: inter123

Grant Payments

To be able to make your grant payment, you will first need to give us your e-ticket (or invoice) and your boarding pass on your arrival and then get a tax number from our city tax office and then open up a bank account in our University Campus Branch of Ziraat Bank. So, please bring these documents with you. After these steps we will prepare the “KA107 Grant Agreement” which you have to sign. After we have all these details, we will prepare your Grant Agreement which you will need to sign for us to make the actual payment. Students & Staff will receive their Erasmus grant within 10 days (for students) 3 days (for Staff) on their arrival.

! Staff will be paid 100% of their total grant within 3 days of their arrival to OMU. For us to complete the staff’s file we will need their return boarding passes and copies of the passport pages including stamps of the departure from and entry to home country. The scanned copies of these documents are sufficient.

At the end of the mobility period staff will receive an invitation to complete the online EU survey. The staff must complete and submit the survey within 30 days upon receipt of the invitation to complete it. Staff who fail to do so may be required to partially or fully reimburse the financial support received.

! Students will be paid 70% of their total grant within 10 days of their arrival to OMU and the remaining 30% on their return after we receive the return boarding passes and copies of the passport pages including stamps of the departure from and entry to home country. The scanned copies of these documents are sufficient.

The student will receive an invitation to complete the online EU survey within 30 days of the end of the mobility period. The student must complete and submit the survey within 10 days upon receipt of the invitation. The submission of the online EU survey is considered a request for the remaining 30% grant which will be made within

20 proceeding days. Students who fail to do so may be required to partially or fully reimburse the financial support received.

Transport Information to Destination in Samsun from the Airport

- ! OMU does not purchase flight tickets for you as the KA107 programme does not include such a payment.
- ! OMU does not provide airport pick-up service from the airport.

When you land to Samsun Çarşamba Airport, as you disembark the plane you will see two different gates (“domestic” or “international” flights) for entry to the airport building. Please choose the correct exit gate for your luggage pick-up according to your flight. After taking your luggage and exiting the airport from the door right in front of the luggage claim, you will notice the airport shuttles called "BAFAŞ". Irrespective of the flight company you have used, you may use this shuttle. The shuttle is normally available for departure 30-45 minutes from the landing time. It costs approximately 12 TL (about 2 Euros).

Please specify to the driver the name of the Hotel or address of the place you are staying. The driver will leave you at the nearest bus stop.

*We highly recommend you to use “BAFAŞ” (the airport shuttles) and **not** taxis as they are too expensive.

Atakum Boys' Dormitory: The dormitory is situated on the “Guzel Sanatlar Kampüsü” (Fine Arts Campus)

Address: Güzel Sanatlar Kampüsü

Please tell the driver that you will need to get off at “Güzel Sanatlar Kampüsü”. The shuttle will take you there and drop you off right in front of the dormitory.

Atakum Girls' Dormitory: The dormitory is located in the suburb of Mimar Sinan.

Address: Mimar Sinan Mahallesi 167.Sokak No: 21 (behind “Türkiş Migros” Market)

Please specify to the driver that you will need to get off at “TÜRKiŞ SAPAĞI” (“Türkiş” intersection). You will need to walk to the dormitory from here. It takes around 10 mins. For exact directions please use google maps or navigation programmes.

Local Transport:

For Students:

After you have been issued a student ID from OMU you may apply for a student discount for the local travel ticket “SAMKART” which is used on all public transport (tram and city busses) in Samsun. Public transport in Samsun is very convenient, frequent and reasonable in price. You can also pay cash on many public (“Belediye Otobüsü”) and private (“Halk Otobüsü”) busses.

For staff:

You may purchase one-way trip tickets (rather than buying a “Samkart”) for trams. You can also pay cash for rides on many public (“Belediye Otobüsü”) and private (“Halk Otobüsü”) busses. Our traditional “dolmuş” is very practical and is an alternative choice for quick rides. It is also considerably cheap.

Campus Transport:

If you take the tram to get to the campus from where you are staying you can use the “R1” busses to reach the Faculty you will need to go to. R1 busses are free of charge. You can also use the “dolmuş” to get from one Faculty to the other. Any “dolmuş” ride within the campus is only 1 TL.

On your return home; Transport to the Airport from the place of your stay:

Like your arrival, we recommend you to use “BAFAŞ”. Only this time, according to your flight time you will need to check the times of their departure from the district of Bafra. You will need to catch the shuttle which leaves from Bafra atleast 2 or 3 hours before your flight, which means that you will reach the airport 1 or 2 hours before your flight. The “BAFAŞ” bus stops are exactly on the opposite side of the road from your arrival stops as you will now be going on the opposite direction.

For the hours of “BAFAŞ” please visit: <http://www.bafas.com.tr/>

For reservations please call: **0850 201 00 55**

REQUIRED DOCUMENTS TO BE COMPLETED

For students:

Documents to be sent to OMU

Before your arrival

- 1) A copy of the announcement on your website
- 2) A copy of the announcement posters, flyers, brochures, etc. if any
- 3) The list of all applicants with their criteria points and Erasmus General Score
- 4) Selection Committee Report (**attached**)
- 5) English Proficiency Document

*Application forms listed in <http://erasmus.omu.edu.tr/en/genel/ka107-student>

On your arrival: What you should bring with you!

- 1) Boarding passes
- 2) E-tickets
- 3) Copy of passport identity page
- 4) 4 passport size photo
- 5) Health Insurance (Covering your stay here)
- 6) Big Smile 😊

On your return

- 1) A copy of your departure stamp on your passport
- 2) Complete the survey sent to your e-mail address by the European Commission
- 3) The Board decision of study/traineeship recognition
- 4) The Student's Transcript of Records after the recognition process
- 5) If applicable, a copy of the student's diploma supplement after graduation

For Staff:

Documents to be sent to OMU

Before your arrival

- 1) A copy of the announcement on your website
- 2) A copy of the announcement posters, flyers, brochures, etc. if any
- 3) The list of all applicants with their criteria points and Erasmus General Score
- 4) Selection Committee Report (**attached**)
- 5) Home University Confirmation Letter(**attached**)
- 6) English Proficiency Document
- 7) Curriculum Vitae

*Application forms listed in <http://erasmus.omu.edu.tr/en/genel/ka107-staff>

On your arrival: What you should bring with you!

- 1) Boarding Passes
- 2) E-tickets
- 3) Health Insurance (Covering your stay here)
- 4) CV
- 5) Copy of passport identity page
- 6) Big Smile😊

On your return

- 1) Complete the survey sent to your e-mail address by the European Commission
- 2) A copy of your departure stamp on your passport