



ondokuz mayıs **rself**
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Erasmus+ KA107 STUDENT and STAFF GUIDE



Information for Staff

Staff, may apply to us at any time of their convenience. There is no deadline for their application. But we would highly recommend them to send us their relevant forms **a month** prior to their planned visit, because we will need to consult with our relevant department (in terms of time, suitability etc.) before accepting them. Staff will only need to complete the LA for the relevant mobility type. For staff, we will not need a nomination from you. The LA form sent from your office will mean you have nominated that staff.

Teaching staff will need to teach for minimum 8 hours within the 5 days of their visit. That is, approximately 1.5 hours a day. It depends on the staff. He/she can teach for 2 days 4 hours per day or spread it along 5 days. As for staff training, academic staff or administrative staff may also send the same staff for both activity types. Training staff will need up to 6 hours of activities per day. Teaching and Training staff can visit our university for 5 working days, but will be paid for 7 days (the remaining 2 days will be travelling days.)

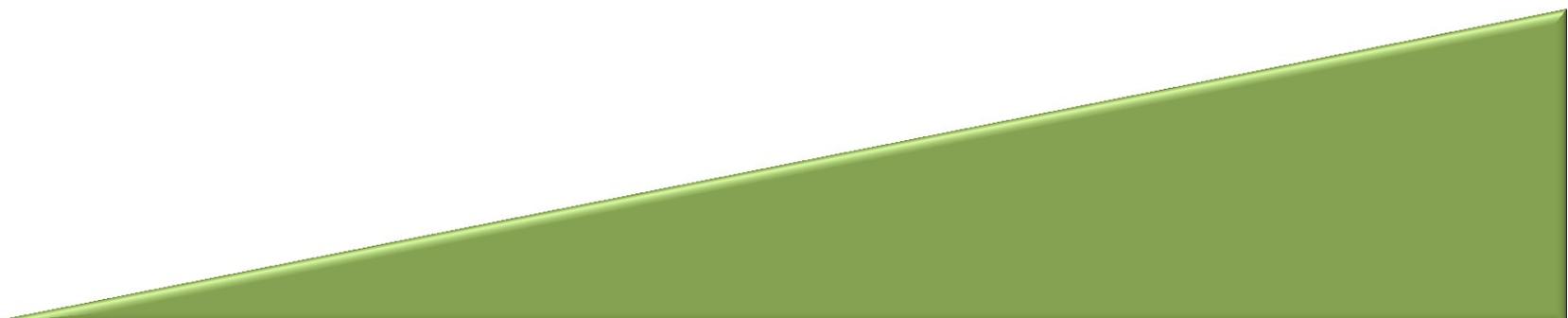
Please click the below given link of you mobility type:

Staff Training Mobility:

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

Staff Treaching Mobility:

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



Information for Student

Students will need to complete the LA form, application form and first contact and accommodation form. Your students will also need to send us their latest transcript of records document. Again, we prefer you to send them including all the signatures and seals.

Our application deadlines for students are:

Autumn Semester: **15 July**

Spring Semester: **15 November**

Please click the below given link of you mobility type:

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

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

Please click:

[OMU Course Catalogue](#)

[List of English Courses](#)

[OMU Key Data 2018/2019](#)

Grant Payment (Staff & Student)

To be able to make the KA107 Grant payment for staff or students before their arrival, we will need their copy of passport and their personal account details including the IBAN number. After we have all these details, we will prepare their Grant Agreement which they will need to sign for us to make the actual payment. On their arrival, we will need their e-tickets (for flight) and boarding passes. So please remind your staff and students to bring these documents with them. After these steps we will prepare the “KA107 Grant Agreement” which you have to sign.

! Students will be paid 70% grant on their arrival and 30% grant on their return (your return boarding passes, copies of your passport pages including stamps of your departure from and entry to your country). In the Erasmus Handbook prepared by the Turkish National Agency it is stated that, within 30 days of the end of the mobility period, students are invited to fill out an online EU survey. The survey must be completed within 15 days after the survey link has been sent to the student. The completed survey is considered a request for the remaining 30% grant which will be made within 30 proceeding days.

! Staff- For us to complete your file we need your return boarding passes and copies of your passport pages including stamps of your departure from and entry to your country. The scanned copies of these documents are sufficient. Furthermore, in accordance to the below article of the Staff Mobility Grant Agreement you will need to complete the EU Survey.

ARTICLE 5 – EU SURVEY

5.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

5.2 Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.

! Please note that we will need you to open a bank account here because of the bank transfer problems that we have been facing recently. All incoming students & Staffs will open a bank account in a Turkish bank found on our campus. The bank is Ziraat Bank and it is the most convenient way for students & Staffs to get their Erasmus grant within 10 days(for students) 3days(for Staffs) of their arrival.

Accommodation for Staff

- If you need accommodation we have a “Guest house” on our campus which is close to our office. Single room price is 90 TL (Turkish Liras) about 18 euros per day + breakfast. Double room price is: 120 TL about 24 euros per day, it is per person 60 TL. Please click [here](#) to have a look at the rooms.
- If you prefer you can stay in “Tuana Otel” which is near the sea side and close to our University. The price for Single Room is: 70 TL + breakfast about 14 euros and Double Room price is: 140 TL. Please click [here](#) to have a look at the rooms.

Please inform us by sending us an e-mail: erasmus@omu.edu.tr. We would be happy to arrange it for you.

Accommodation for Student

- **Atakum Boys' Dormitory**

OMU offers accommodation to incoming exchange students in the International Student Dormitory. The dormitory is situated on the “Guzel Sanatlar” Campus and is comfortably suitable for students with all the necessary facilities of a flat; including bathrooms, kitchens and wi-fi internet.

- **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. It includes double rooms and rooms for three. Each floor has a lounge and a TV room. Our dormitories are rather suitable for comfortable accommodation and study purposes. It has all the necessary facilities of a flat; including bathrooms, kitchens and wi-fi internet.

! The kitchen is common area and the student must provide the Kitchen equipment, cutlery crockery etc.

Girls' Dormitory Monthly fees:

Room type	Price
Double room	230,00 TL
Room for 3	200,00 TL

Boys' Dormitory Monthly fees:

Room type	Price
Single room	335,00 TL
Double room	230,00 TL per person
Room for 3	200,00 TL per person
Room for 4	180,00 TL per person

! 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 prepare to discard 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.

Transport Information for Staff (Plane)

When you arrive to Samsun Çarşamba Airport you will see two different exit gates (domestic and international flights) before entering the airport building. Please choose the correct exit gate for your luggage pick up.

After taking your luggage, you will leave the airport from the exit door, which is right in front of the luggage claim. When you go outside, 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 may cost approx. 12 TL about 2.50 euros.

If you wish to stay in our University Guest House please follow the step below:

Please specify to the driver that you will go to Ondokuz Mayıs University, the "BAFAŞ" shuttle will leave you in front of the Faculty Pharmacy, it is 5-10 min. walking distance to the Guest House but if you wish you can take the Faculty minibus ("dolmus") and specify to the driver to bring you to "Guest House" (Konuk Evi)

If you wish to stay in a Hotel or in another place please specify to the driver the name of the Hotel or address of the place you wish to go. The "BAFAŞ" shuttle will leave you there.

! We do not purchase flight tickets for you as our programme does not permit such method of payment.

On your return from our Guest House to Çarşamba Airport please follow the below given steps:



For the hours please visit: <http://www.bafas.com.tr/duraklar>

You can make your reservations from this number: Phone number: 0850 201 00 55

Transport Information for Student (Plane)

After taking your luggage, you will leave the airport from the exit door, which is right in front of the luggage claim. When you go outside, 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. Please specify to the driver that you will need to go to one of the dormitory addresses given below:

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

Address: Güzel Sanatlar Kampüsü

The shuttle will take you exactly 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)

! We do not have a service to pick you from the airport. The airport shuttles "BAFAŞ" is picking up everybody, every hour to the final destination Bus Stop.