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DIŞİŞLERİ BAKANLIĞI
AVRUPA BİRLİĞİ BAŞKANLIĞI
TÜRKİYE ULUSAL AJANSI

TURKISH NATIONAL AGENCY

ERASMUS+ MOBILITY APPLICATIONS USER GUIDE*

- **The English translation of this document is prepared only for informative purposes by METU ICO. Turkish version takes precedence in case of conflicting information.**



Erasmus+

Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı
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How to Access Erasmus Application System

To make an Erasmus application, you should visit the website: **erasmusbasvuru.ua.gov.tr** Then, you need to click the “e-Devlet ile Giriş Yap” button, so that you will be asked your E-Devlet (E-Government) credentials.

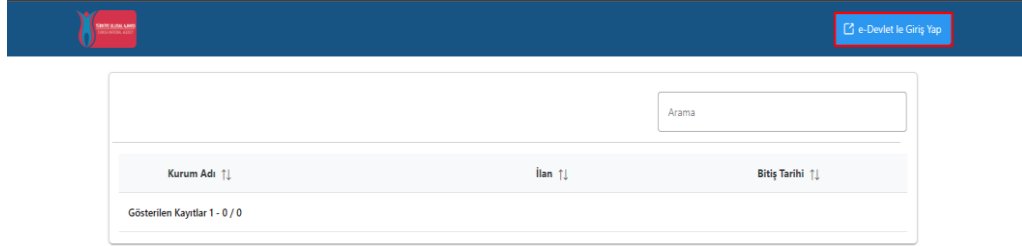


Figure 1” e-Devlet ile Giriş Yap” Button

In the fields specified on the page that opens, it is necessary to enter your Turkish or Foreign Identity No information and your e-Government password and log in with the "Giriş Yap" button.

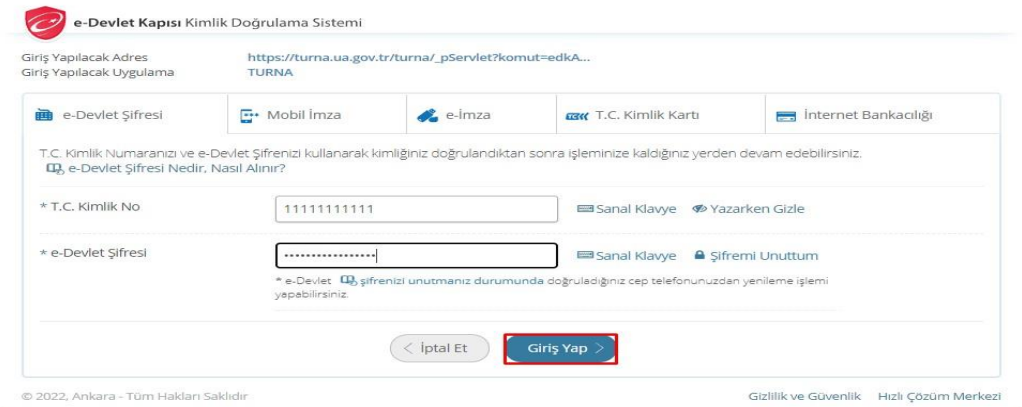


Figure 2 e-Devlet ID Verification System



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After logging in with E-Devlet, you must accept and send the text of the Personal Data Protection Law that appears on the screen directed after logging in with the “Kabul Et” and then “Gönder” button.

- Program uygulamalarının değerlendirildiği, süreçler ve sonuçlarının analiz edildiği araştırma ve raporlamalarda kullanılması amacıyla,
- Başkanlığın sunmuş olduğu hizmetlerin kullanılması amacıyla,

işlenebilmektedir.

Yukarıda izah edilen esaslar çerçevesinde, kişisel ve özel nitelikli kişisel verilerimin, belirtilen amaçlara bağlı kalmak kaydıyla, kanunun belirttiği yöntem ve amaçlara uygun şekilde toplanabileceğini ve işlenebileceğini, kanunen yetkili kamu kurum ve kuruluşlarına, Kişisel Verileri Koruma Kurumu'na, Kolluk Kuvvetleri'ne, Bilgi Teknolojileri ve İletişim Kurumu'na, dava süreçlerinin takibi için ilgili danışmanlık firmalarına, avukatlara, ilgili yargı mercilerine aktarılabilirliğini ve bu hususta açık rızam olduğunu kabul ve beyan ederim.

Bununla birlikte, KVK Kanunu'nun 11.maddesi ve ilgili mevzuat uyarınca; Başkanlığa başvurarak kendimle ilgili; kişisel veri işlenip işlenmediğini öğrenme, kişisel verilerim işlenmişse buna ilişkin bilgi talep etme, kişisel verilerimin işlenme amacını ve bunların amacına uygun kullanılıp kullanılmadığını öğrenme, yurt içinde veya yurt dışında kişisel verilerimin aktarıldığı üçüncü kişileri bilme, kişisel verilerimin eksik veya yanlış işlenmiş olması hâlinde bunların düzeltilmesini isteme, işbu verilerin işlenmesini gerektiren sebeplerin ortadan kalkması hâlinde kişisel verilerimin silinmesini veya yok edilmesini isteme, düzeltme ve silinme talepleri üzerine yapılan işlemlerin, kişisel verilerin aktarıldığı üçüncü kişilere bildirilmesini isteme işlenen verilerimin münhasıran otomatik sistemler vasıtasıyla analiz edilmesi suretiyle kendi aleyhime bir sonucun ortaya çıkmasına itiraz etme, kişisel verilerimin kanuna aykırı olarak işlenmesi sebebiyle zarara uğramam hâlinde zararın giderilmesini talep etme ve bu hakları Başkanlığınız Veri Sorumlusu İrtibat Kişisi'ne iletmek üzere Başkanlığa yazılı şekilde başvurarak talep etme haklarına sahip olduğum konusunda bilgilendirildiğimi beyan ederim.

Ayrıca, işbu Sözleşme kapsamında paylaşılmış kişisel verilerimin doğru ve güncel olduğunu; bu bilgilerde değişiklik olması halinde değişiklikleri Başkanlığa bildireceğimi kabul ve beyan ederim.

Özel nitelikli kişisel verilerim (uyruk, ceza mahkûmiyeti ve güvenlik tedbirleri bilgisi, kan grubu, sağlık verileri, din, mezhep ve felsefi inanç, biyometrik ve genetik veriler, dernek, vakıf ve sendika üyeliği, siyasi düşünce vb.) de dâhil olmak üzere ilgili kişisel verilerimin işlenmesine, ilgili süreç kapsamında işleme amacı ile sınırlı olmak üzere kullanılmasına ve paylaşılmasına, gereken süre zarfında saklanması için açık rızam olduğunu beyan ederek bu hususta tarafıma gerekli aydınlatmanın yapıldığını, Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı Kişisel Verilerin Korunması ve İşlenmesi hakkında Aydınlatma Beyanını ve iş bu Açık Rıza Metni'ni okuduğumu ve anladığımı;

Veri Sorumlusu:Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı

Kabul Etmiyorum

Kabul Ediyorum

Gönder



Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı
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Figure 3 Personal Data Protection Law Notification

After the text of the Personal Data Protection Law is approved, you will be directed to the home page screen.



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On the home page screen, there are widgets with your education information, information about your applications, and the list of advertisements published by our institution (on the left column that can be open by the user). Tracking the announcements published by your institution through the Erasmus Application System, as well as tracking your application status, can be done from these fields.

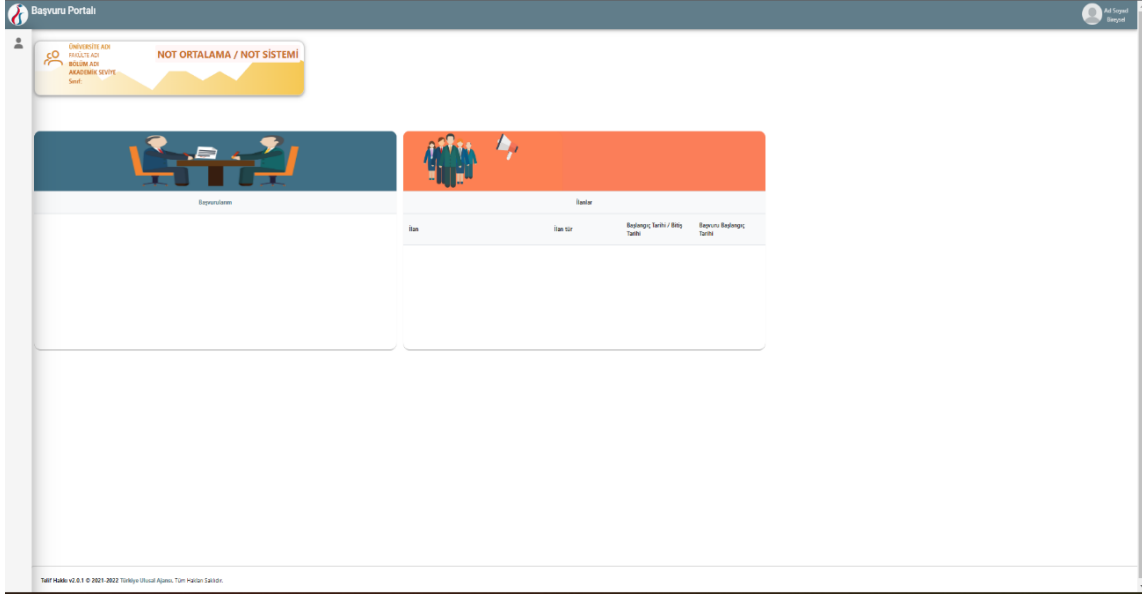
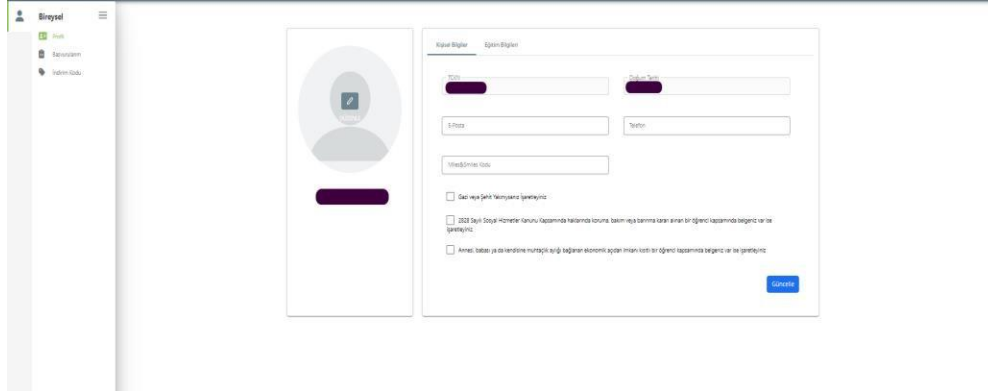


Figure 4 Home Page Screen

User Profile (Profil)

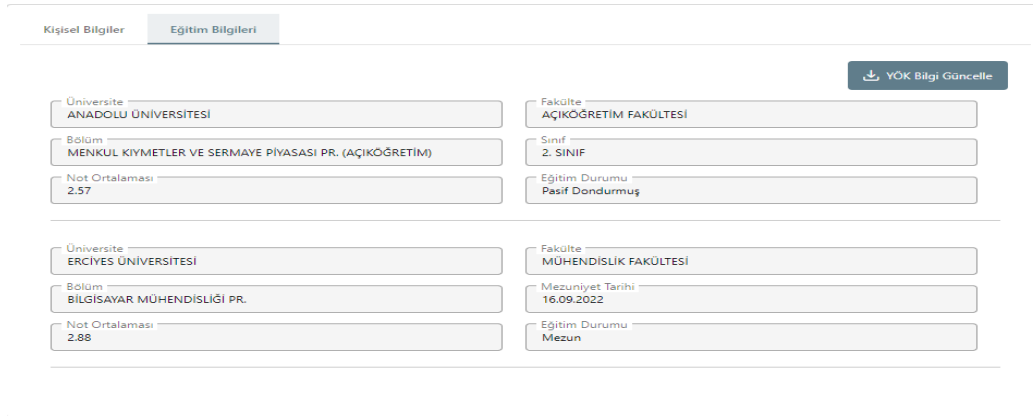
When you click on the "Düzenle (Edit)" button in the photo field on the profile page, you can upload files in jpg or png format to be used in your applications. On the Personal Information page, the "Turkish ID Number" and "Date of Birth" fields will be filled in by the system. After entering the required information in the "E-Mail", "Phone", "Miles & Smiles Code" fields, your information will be saved in the system with the help of the "Güncelle (Update)" button. In cases where you need to mark the questions given below on the Personal Information page, the profile section can be updated when you click the "Güncelle (Update)" button after marking.



The screenshot shows a web interface for updating personal information. On the left is a sidebar with a menu containing 'Kişisel', 'Eğitim', and 'İşyeri Bilgileri'. The main area has a profile card with a placeholder for a photo and a 'Güncelle' button. To the right is a form with fields for 'Ad', 'Soyad', 'E-Posta', 'Telefon', and 'Yükseköğretim Kurumu'. Below these are three checkboxes for consent to data processing, with a 'Gizlilik Politikası' link. A 'Kaydet' button is at the bottom right.

Figure 5 User Profile Page – Personal Information

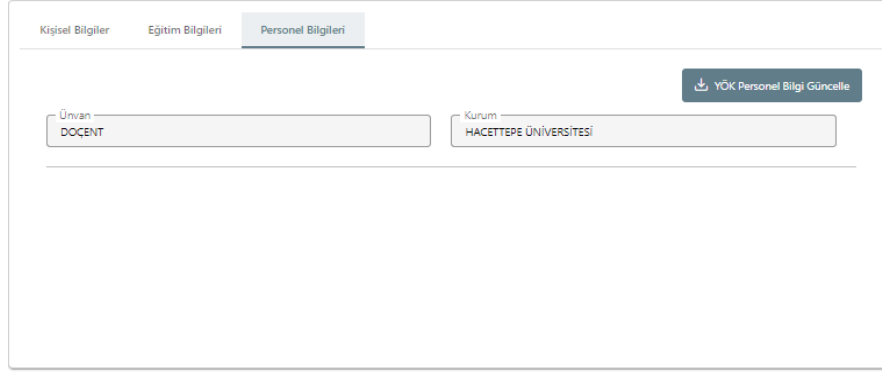
On the Eğitim Bilgileri (Education Information) page, your education information registered in the system is listed in the fields "University", "Faculty", "Department", "Graduation Date", "Class", "Grade Point Average", "Education Status". In order to update your information, you can update your education information by clicking on the "YÖK Bilgi Güncelle (Update YÖK Information)" button..



The screenshot shows the 'Eğitim Bilgileri' tab selected. It displays two education records. Each record has fields for 'Üniversite', 'Bölüm', 'Not Ortalaması', 'Fakülte', 'Sınıf', 'Eğitim Durumu', and 'Mezuniyet Tarihi'. A 'YÖK Bilgi Güncelle' button is at the top right. The first record is for ANADOLU ÜNİVERSİTESİ, MENKUL KIYMETLER VE SERMAYE PİYASASI PR. (AÇIKÖĞRETİM) with a 2.57 average. The second record is for ERCİYES ÜNİVERSİTESİ, BİLGİSAYAR MÜHENDİSLİĞİ PR. with a 2.88 average.

Figure 6 User Profile Page – Education Information

On the Personnel Information page, the working information of the candidate will be listed in the "Title" and "Institution" fields. When there is a change in your information in the system, click on the "Update YÖK Personnel Information" button and your current personnel information will be saved in the system. **Candidates who are students do not have personnel information, so the personnel information tab do not appear. (The personnel information tab appears only for personnel.)**

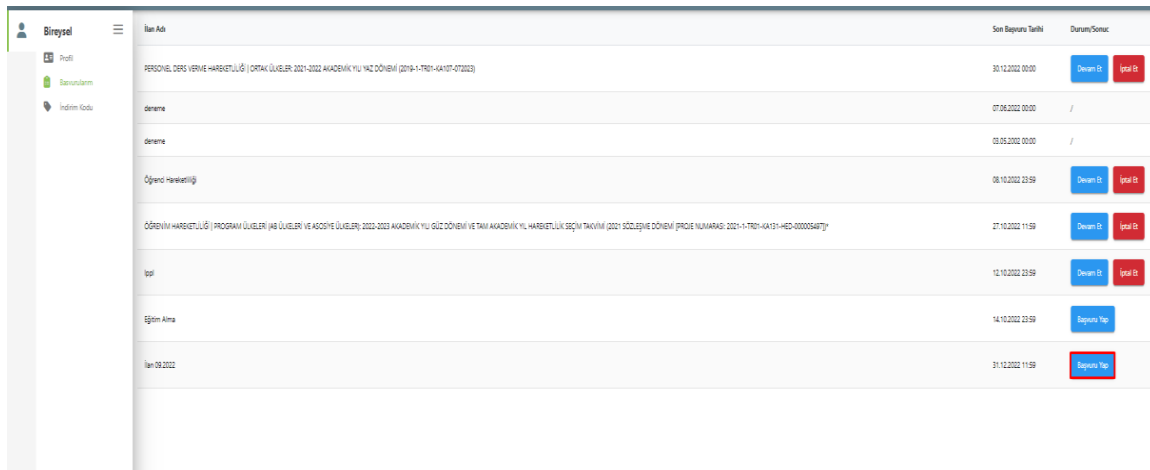


The screenshot shows the 'Personel Bilgileri' (Personnel Information) tab of a user profile. It includes a 'YÖK Personel Bilgi Güncelle' button and two input fields: 'Ünvan' (Title) with the value 'DOÇENT' and 'Kurum' (Institution) with the value 'HACETTEPE ÜNİVERSİTESİ'.

Figure 7 User Profile Page – Personnel Information Page

My Applications (Başvurularım)

When you click on the "Başvurularım (My Applications)" page under the "Bireysel" tab, the list of active application calls for your institution will be displayed. You can switch to the application stages by clicking on the application call you want to apply with the "Başvuru Yap (Apply)" button. For applications that have not been completed after the application stage, you can continue your application from the last stage in the application section when you click the "Devam Et (Continue)" button on this page or you can cancel your current application with the "İptal Et (Cancel)" button. When you click on the "Güncelle (Update)" button for your completed application, your application can be updated.



İlan Adı	Son Başvuru Tarihi	Durum/Sonuç
PERSONEL DERS VERME HAKKİTÜLÜŞ (ORTAK ÖLÇELER 2021-2022 AKADEMİK YILI YAZ DÖNEMİ) (2021-1-TR01-KA151-070023)	30.12.2022 00:00	Devam Et İptal Et
deneme	07.06.2022 00:00	/
deneme	03.05.2022 00:00	/
Öğrenci Hareketliliği	08.10.2022 23:59	Devam Et İptal Et
ÖĞRETMEN HAREKETLİLİĞİ (PROGRAM ÖLÇELERİ VE ASÖPÖL ÖLÇELERİ 2022-2023 AKADEMİK YILI GÜZ DÖNEMİ VE TAM AKADEMİK YILI HAREKETLİLİK SEÇİM TAVANIMI) (ÖLÇELERİNE DÖNEM) (PROJE NUMARASI: 2021-1-TR01-KA151-HED-000005047)	27.10.2022 11:59	Devam Et İptal Et
İptal	12.10.2022 23:59	Devam Et İptal Et
Eğitim Alma	14.10.2022 23:59	Başvuru Yap
İlan 03.2022	31.12.2022 11:59	Başvuru Yap

Figure 8 My Applications Page

When you log in with the Apply button, after reading the content text in your announcement, you must check the checkbox for the text " Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum (I have read and accept the above information text)" under the application confirmation form. If you do not accept this condition, the process cannot continue. After giving your consent, click on the "Devam Et (Continue)" button to proceed with the application process.

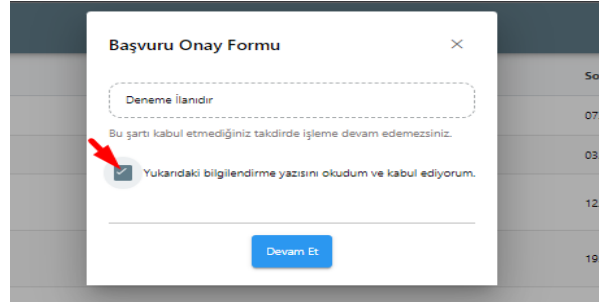


Figure 9 Application Confirmation Form

The application stages consist of the fields listed below. Your institution can determine which application stages will be included in the individual application screens during the applications.

1. Kişisel Bilgiler (Personal Information)
2. Eğitim Bilgileri (Education Information)
3. Tercih Bilgileri (Preference Information)
4. Yabancı Dil Bilgileri (Foreign Language Information)
5. İletişim Bilgileri (Contact Information)
6. Onay (Confirmation)

On the personal information page, the fields "Name", "Surname", "Turkish ID Number", "Date of Birth", "Gender" will be automatically added by the system. You can upload a document in jpg or png format with the "Güncelle (Edit)" button in the profile photo section. **Without a document uploaded to the photo field, you will be blocked by the system from proceeding to the next stage of the application.** Candidates who mark the questions on this page should upload documents to the adjacent fields after clicking the "Yükle (Upload)" button.

Again, the system will not allow you to proceed to the next stages without uploading documents to the adjusent. Candidates who do not mark will be able to proceed to the next stage by clicking the "İleri (Next)" button after reviewing their information.

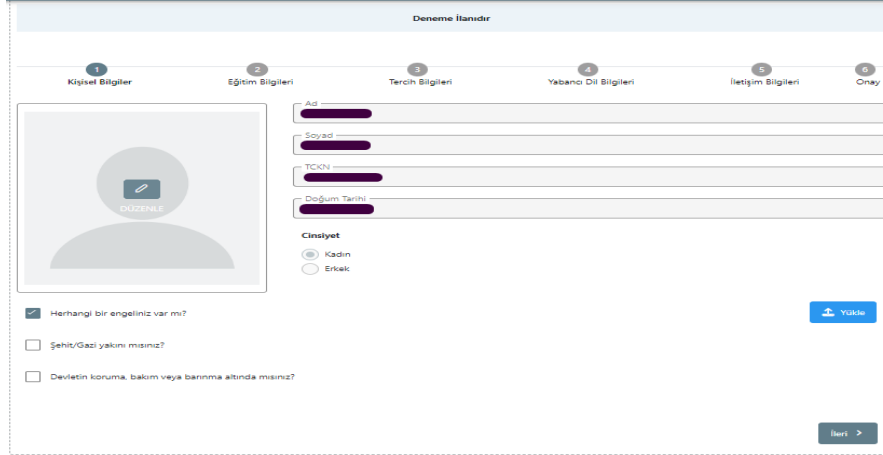


Figure 10 Personal Information

Your active student information at the education information stage will be automatically added by the system in the "University", "Department", "Grade Point Average" fields. After reviewing your information, you will proceed to the next stage with the "İleri (Next)" button.

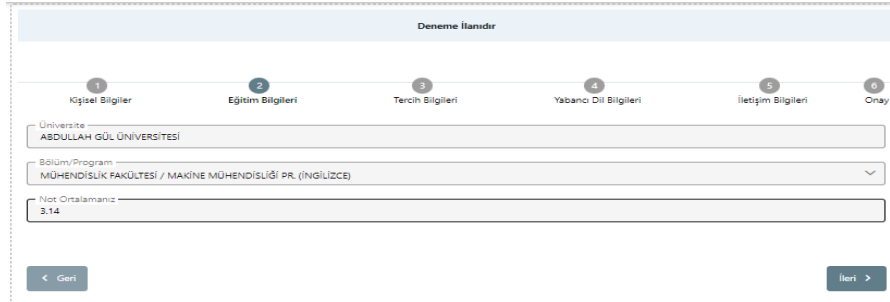


Figure 11 Education Information

During the preference information stage, the universities with bilateral agreements with your department will be seen in the preference list field. When you select your preference from the agreements listed in the preference list section and click the "Tercihinize Ekleyin (Add to Your Preference)" button, it will be added to your application preferences section. This step will be applied for each preference you want to add. You can move your preferences in the application preferences table or delete them with the "Sil (Delete)" button.

Candidates who have benefited from Erasmus Exchange Programs before should mark the question "Erasmus Değişim Programları'ndan daha önce yararlandınız mı? (Have you benefited from Erasmus Exchange Programs before?)". Candidates who have not benefited from Erasmus Exchange Programs before will be able to continue without marking.

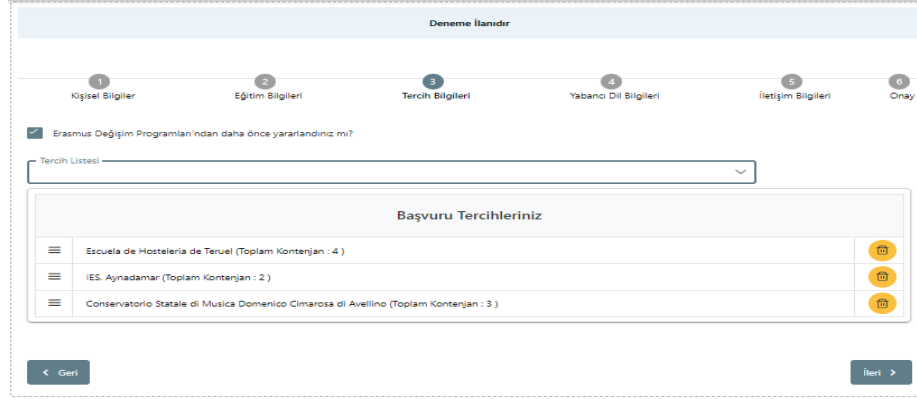


Figure 12 Preference Information Stage

When you click on the "Next" button at the preference information stage, the "Preference Registration Confirmation" screen will open. After confirming your preference records by clicking on the "Evet (Yes)" button, you will proceed to the next stage.

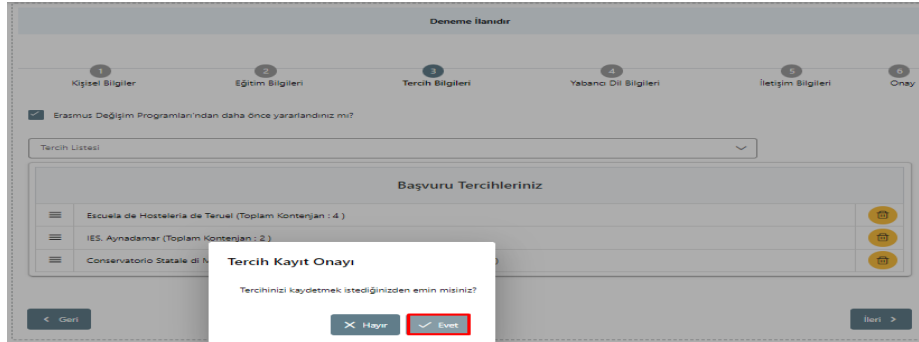


Figure 13 Preference Confirmation

After confirming your preferences, you will be transferred to the foreign language information page. Here, a foreign language will be selected from the "Yabancı Dil (Foreign Language)" section. "Yabancı Dil Sınavı (Foreign Language Exam)" should be selected according to your foreign language selection. "Sınav Yılı (Exam Year)" will be selected from the exam year section. After your foreign language exam score is written in the "Puan (Score)" field, you can add your foreign language information by pressing the "Yabancı Dili Ekleyin (Add Foreign Language)" button. You can add foreign language more than once.

In this section, for candidates who choose YDS exam from the "Foreign Language Exam" section, YDS scores will be automatically brought by the system in the "Score" field when the years in which the exam was taken within the last 5 years are selected from the "Exam Year" section. You can also add your YDS scores, which are brought automatically by the system, to your foreign language information by clicking the "Add Foreign Language" button. After the foreign language addition process is completed, click on the "İleri (Next)" button and you will be taken to the next step.

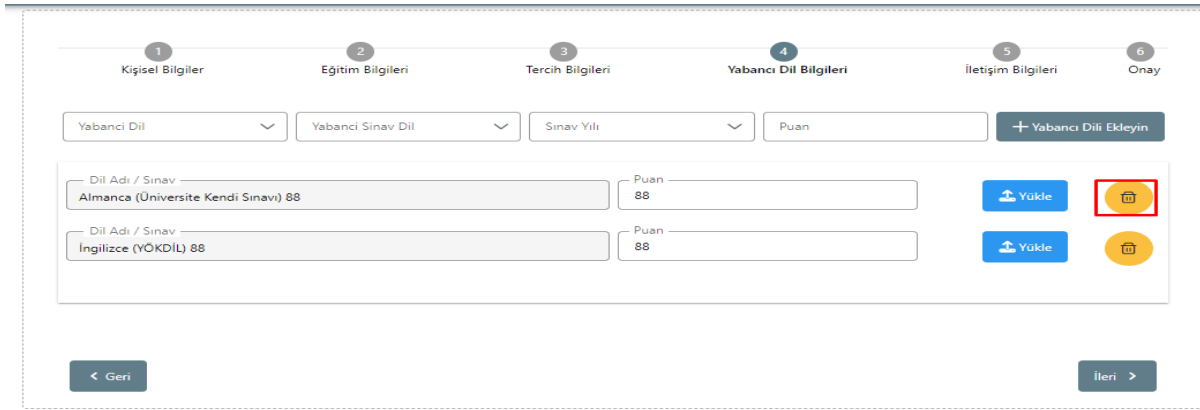


Figure 14 Foreign Language Information

On the contact information page, after typing the appropriate information in the "Cep Telefonunuz (Cell Phone)", "Mail Adresiniz (Mail Address)", "İkamet Adresiniz (Residence Address)" fields, click on the "İleri (Next)" button and you will be directed to the confirmation page, which is the next step.

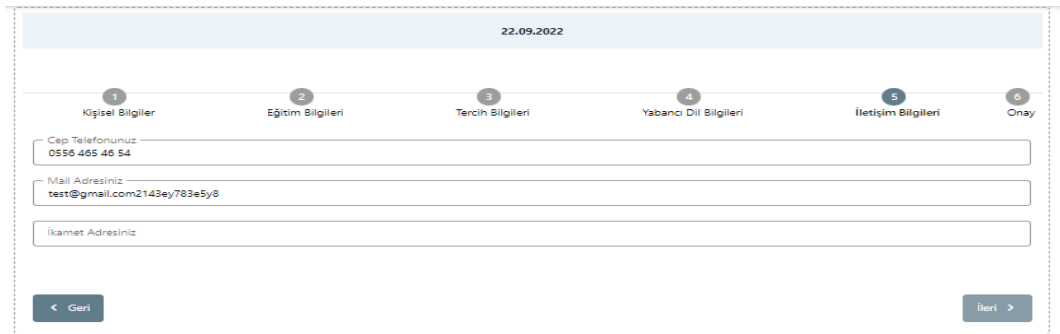
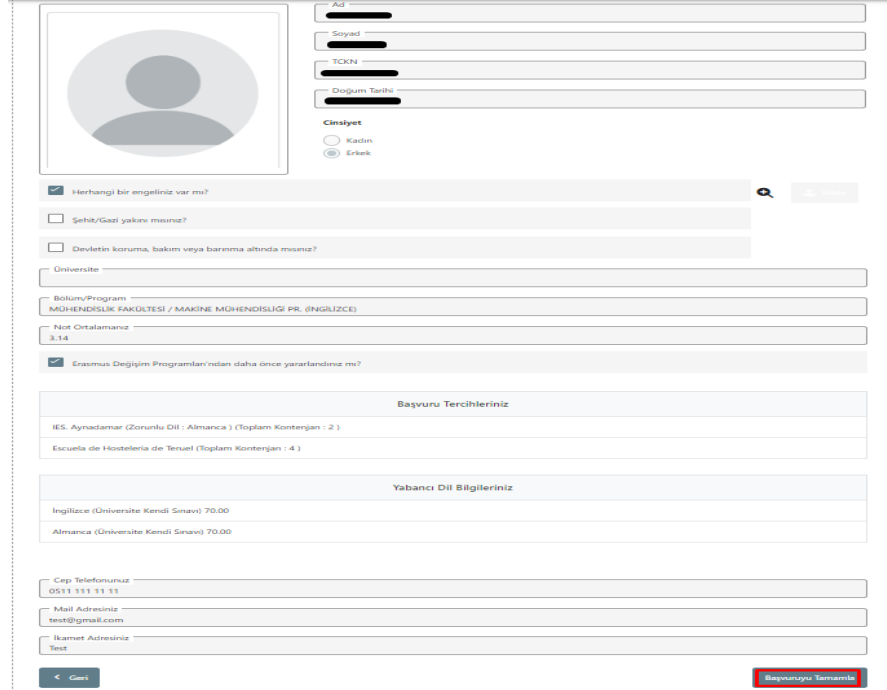


Figure 15 Contact Information

After checking the application information on the confirmation page for all pages, your application will be completed when you click the "Başvuruyu Tamamla (Complete Application)" button.

When the application is completed, the application form can be downloaded using the " Başvuru Formu İndir (Download Application Form)" button.



The screenshot shows a web form for application confirmation. It includes fields for personal information (Ad, Soyad, TCKN, Doğum Tarihi, Cinsiyet), a checkbox for "Herhangi bir engeliniz var mı?", and a section for "Başvuru Tercihleriniz" (Application Preferences) with a list of institutions. Below this is a section for "Yabancı Dil Bilgileriniz" (Foreign Language Information) with fields for English and German. At the bottom, there are fields for "Cep Telefonunuz", "Mail Adresiniz", and "İkamet Adresiniz". A "Geri" (Back) button is on the left, and a "Başvuramı Tamamla" (Complete Application) button is on the right.

Figure 16 Application Confirmation Page

After the application is completed, the "Başvuru Belge (Application Document)" tab will open. In the application document tab, you can upload the application documents requested by your institution during the application periods in .pdf file format by clicking the "Yükle (Upload)" button next to the application documents. In the Application Document tab, you can also upload the documents that your institution wants to be uploaded after the applications from this area. In the Application Document tab, there will be a Preference List screen if the preferences are to be received by declaration after the applications. If your institution is not included in the preference list, click on the "Yeni Kayıt eklemek için tıklayınız (Click to add a new record)" button, fill in the required fields on the screen that opens and click on the "Kaydet (Save)" button. You can add the added institution to your preferences with the help of the "Tercihinize ekleyin (Add to your preference)" button.

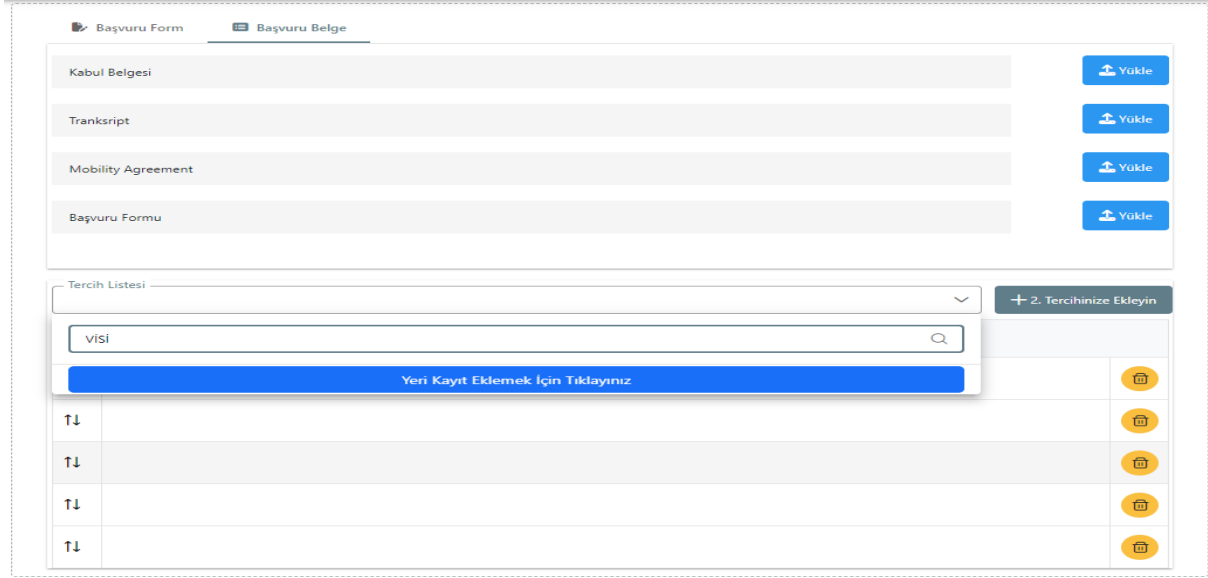
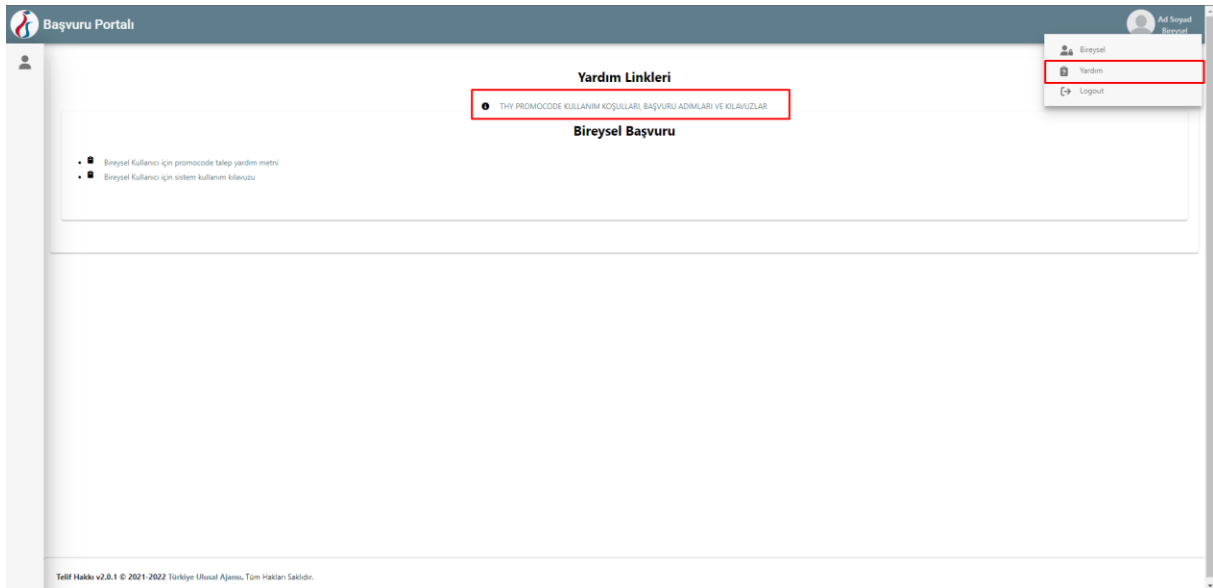


Figure 17 Application Document Stage

IMPORTANT NOTE: When you make changes to your application with the help of the "Update" button after completing your application, your application will not be completed unless you click the "Complete Application" button again. For updated applications, you must click on the "Complete Application" button.

Discount Code Turkish Airlines (İndirim Kodu)

You can access the terms of use related to this page from the Thy Promocode Terms of Use, Application Steps and Guides link on the page under the Yardım (Help) menu.



When your application is uploaded to the system by the authorized person of the project you are entitled to be a beneficiary of within the scope of Erasmus+ and ESC Programs, your information will be filled in the fields of Name, Surname, Turkish Identity Number and Country of Destination in the table below in the discount code request screen opened to you, as shared in **Figure 19**.

In cases where your participant information has not been entered into the system, you will be prompted to " kurumunuz veya proje yetkiliniz ile iletişime geçiniz (contact your institution or project officer)".

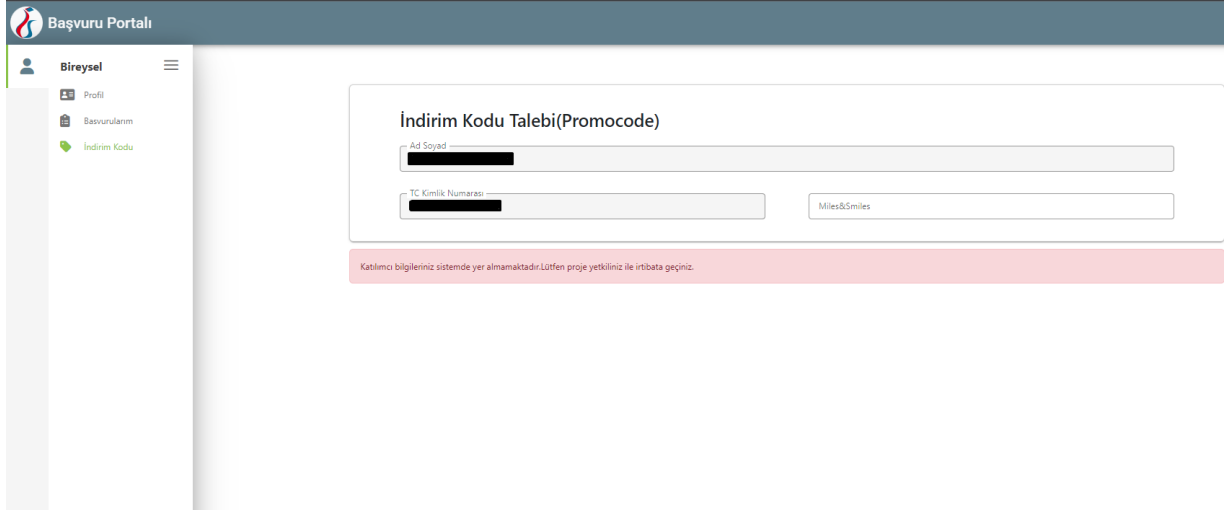


Figure 18 Promocode Screen

In case your participant information has already been processed in the system, information such as the name of the project you are entitled to mobility and the name and address of the host institution you will go to will be shared under the Mobility scope column on the Request THY Promocode screen as shown in Figure 19.

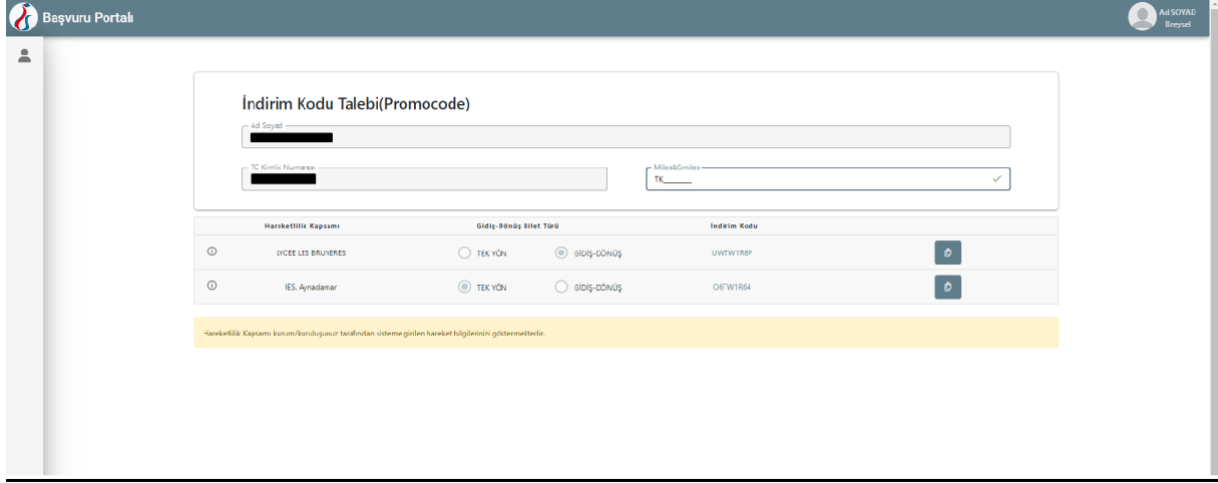


Figure 19 Request Promocode Screen

In order to create a THY Promocode, you need to follow the steps listed below:

- You need to enter your previously obtained and valid Miles&Smiles membership number in the Miles&Smiles section of the Request THY Promocode screen. A green check mark will appear when you enter a valid number.
- You need to select the type of flight, one way or one of the two options.
- When you click on the Request button, your specially generated THY promocode will be shared on the same screen and you will be able to use it during your mobility.
- If you select the One Way flight type, one THY Promocode will be generated and you can use the same THY Promocode both when buying your outbound ticket and when buying your return ticket. If you select the Roundtrip flight type, one THY Promocode will be generated and you can use it on your round-trip flight ticket.

The screen shown in Figure 20 will appear for the projects you are entitled to be a beneficiary of under the TCA Programs.

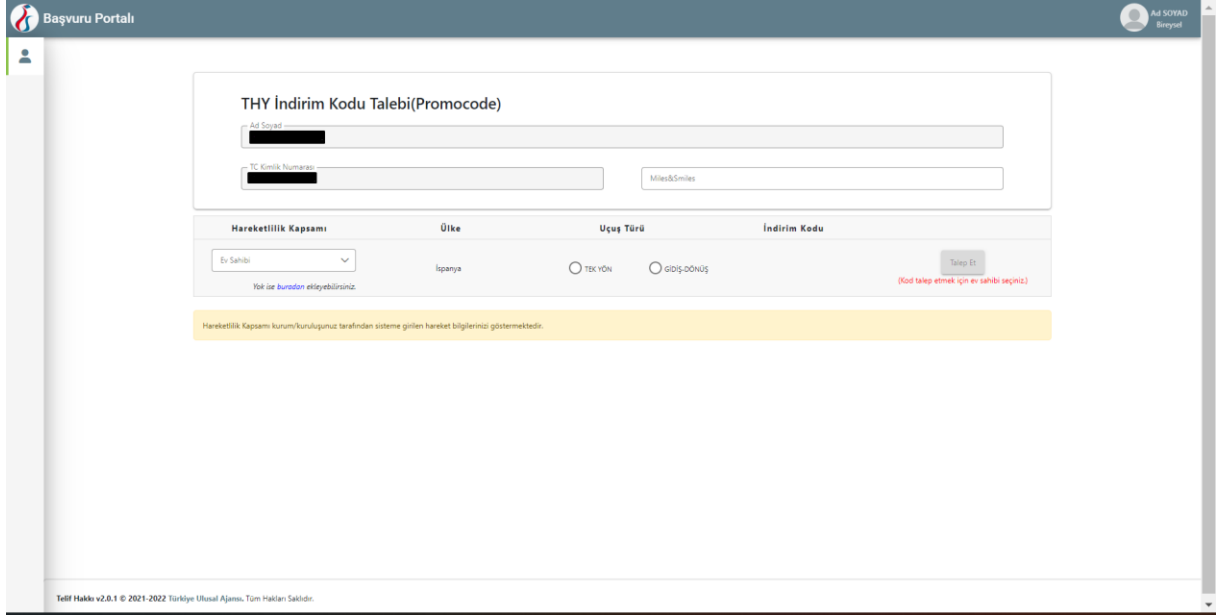


Figure 20 TCA Programs Promocode Screen

In case your participant information has already been processed in the system; as shown in Figure 7, the name of the country you are eligible for mobility will be shared under the Country column on the Request THY Promocode screen. In this field, you need to select the host information under the Mobility scope column. After selecting the host information, you can request a discount code with the Request button.

How to Exit the Erasmus Application System

In order to log out of the Erasmus Application System, you will be logged out of the system if you click on the "Logout" option in the tab that opens when you click on the section with your profile photo on the main page.

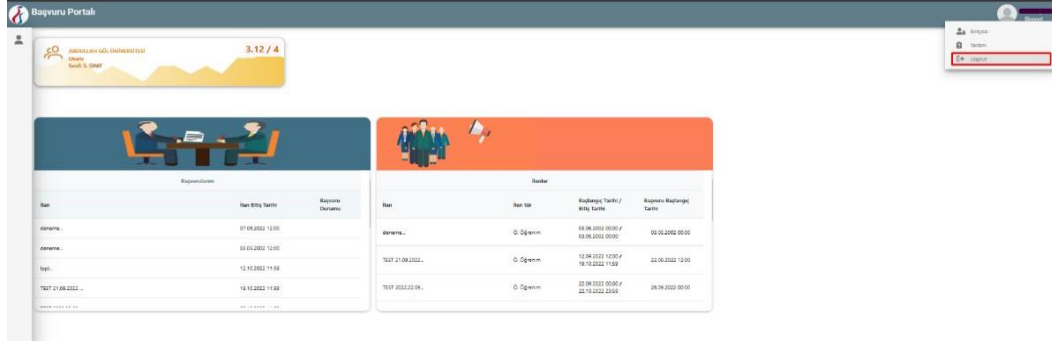


Figure 21 Logging Out of Erasmus Application System