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2024 ERASMUS (+) STUDY MOBILITY ORIENTATION

Office of International Relations

<https://uio.iyte.edu.tr/>

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ERASMUS (+) STUDY MOBILITY PLACEMENT LISTS

On 21.05.2024, the 2024 Erasmus (+) Study Mobility Placement Lists were published in the announcements section on the website of the IRO.

"The 2024 Contribution Agreement between Turkey and the European Commission has NOT YET BEEN SIGNED. Therefore, being selected for mobility as a result of your application within the scope of Erasmus + student study mobility is NOT a vested right. Whether you will receive a grant or not, the amount of your grant will be definite provided that the agreement is signed and the grant allocation process to our university is finalized. IZTECH or TURKISH NATIONAL AGENCY CANNOT BE HELD RESPONSIBLE for any kind of loss that may arise from delays or disruptions in the said agreement processes."

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ERASMUS (+) STUDY MOBILITY PLACEMENT LISTS

- 2024 Erasmus (+) Placement Lists (Main & Reserve) Students will be contacted via the e-mail addresses they entered in their Online Application Forms on TurnaPortal.
- You should check your e-mail regularly (daily) for new announcements and notifications. If the quota of your e-mail is full, please clean it.
- It is our students' responsibility to check the relevant e-mail regularly.

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ERASMUS (+) STUDY MOBILITY PLACEMENT LISTS

- Students who have already been placed in a university can waive their rights if they wish.
- Students who wish to waive their rights should notify their Office Erasmus Counselors by e-mail. Verbal cancellation notifications are invalid.
- The rights of our students who cancel will not be reserved for the following year. However, students who participated in the Erasmus English Exam organized by the IZTECH School of Foreign Languages (SFL) on 19.04.2024 and scored at least 50 points from the exam can request their 2024 English Exam Results to be processed in their 2025 Erasmus (+) Study Mobility applications.

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ERASMUS (+) STUDY MOBILITY-CANCELATION PROCEDURE

DEDUCTION OF POINTS ON YOUR NEXT APPLICATION IN CASE YOU DECIDE NOT TO GO

Main List:

- Until 10 days before the application deadline (0 Points)
- Later than 10 days before the application deadline (-10 Points)
- Later than 10 days before the application deadline and with a compelling reason (0 Points)

Reserve List

- Until 3 days before the application deadline (0 Points)
- Later than 3 days before the application deadline (-10 Points)
- Later than 3 days before the application deadline and with a compelling reason (0 Points)

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The quota vacated from our canceling student is asked to our substitute student with the highest Erasmus Score in the relevant program list, provided that he/she has preferred the relevant university in the application form.

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ERASMUS (+) STUDY MOBILITY GRANT ALLOCATION LISTS

- The total amount of grant to be allocated to our institution becomes certain provided that the 2024 Contribution Agreement between Turkey and the European Commission is signed and the Student Mobility Grant Agreement is signed between our Institute and the National Agency.
- In case the total grant allocated to our institution is insufficient, the International Relations Office Coordination Board of our Institute will decide on the grant awarded to students.

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ERASMUS (+) STUDY MOBILITY/GRANTS

Countries participating in the Erasmus (+) Program are categorized according to their standard of living and cost of living index. Granted students will receive Erasmus Grants in varying amounts depending on the country of destination.

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ERASMUS (+) STUDY MOBILITY/GRANTS

- Countries in Group 1 and 2: Germany, Austria, Belgium, Denmark, Finland, France, South Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece, Czech Republic, Latvia, Slovenia, Slovakia, Estonia
- Monthly grant for students going to the countries in Group 1 and 2: 600 Euro

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ERASMUS (+) STUDY MOBILITY/GRANTS

- Countries in Group 3 Countries: Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia
- Monthly grant for students going to the countries in Group 3: 450 Euro
- Grant amounts are not enough to cover all the expenses of the students abroad; they are only a contribution.

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ERASMUS (+) STUDY MOBILITY/GRANTS

Travel Support (For Granted Students):

- In order to contribute to the students' travel expenses, the distance between the starting point of the mobility and the place where the activity takes place is determined by using the distance calculator provided by the European Commission, and the travel grant is calculated using the table below.
- The grant equivalent of the kilometers calculated in the distance band calculator in the table below is the round-trip figure, and this amount is not multiplied by two.

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ERASMUS (+) STUDY MOBILITY/GRANTS

Travel Support (For Granted Students):

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10-99 km	28	56
100-499 km	211	285
500-1999 km	309	417
2000-2999 km	395	535
3000-3999 km	580	785
4000-7999 km	1188	1188
8000 km or above	1735	1735

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ERASMUS (+) STUDY MOBILITY/GRANTS

Travel Support (For Granted Students):

Green travel is the use of public transportation with low carbon emissions. The use of buses, trains, and shared cars is considered green travel. In order to receive green travel support, the student must use green travel on the way there and back and use green vehicles for more than half of the entire trip.

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ERASMUS (+) STUDY MOBILITY/ADDITIONAL GRANTS

Additional Grant Support (For Granted Students):

- Additional Grant Support will be provided to underprivileged students in addition to the grant to which they are entitled. In order to be eligible for this grant, the underprivileged participant is defined as an individual who is economically and socially underprivileged and meets the following sub-categories.
- Students who meet the following criteria will be provided with an Additional Grant Support of 250 Euros per month upon their request and provided that they document this situation.

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ERASMUS (+) STUDY MOBILITY/ADDITIONAL GRANTS

Additional Grant Support (For Granted Students):

1. Those subject to Law No. 2828 (those who have been granted protection, care, or shelter by the Ministry of Family and Social Services in accordance with Law No. 2828)
2. Students who have been granted protection, care, or shelter under the Child Protection Law No. 5395
3. Those who have been granted orphan/death pension
4. Martyr/veteran spouses and children and veterans themselves
5. Those who have been granted needy pension to themselves or their family (to the student himself/herself,). It is sufficient to submit a document proving that the parents or guardian received financial support from municipalities, public institutions and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD-Disaster and Emergency Management Presidency, etc.) at the time of Erasmus application.)

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ERASMUS (+) STUDY MOBILITY/ADDITIONAL GRANTS

Additional Grant Support (For Granted Students):

6. Individuals with Disabilities*
7. Those who receive a disabled or needy pension for one of their parents or guardian within the scope of Law No. 2022 dated 01.07.1976 on Monthly Allowance for Needy, Powerless and Orphaned Turkish Citizens Over 65 Years of Age and Disabled and Needy Turkish Citizens 8)
8. Those who themselves or their first-degree relatives receive disaster victim assistance from AFAD-Disaster and Emergency Management Presidency**

**Disabled people with at least 50% disability rate documented by the Disability Health Board report in the "Regulation on Disability Assessment for Adults" published in the OJ-Official Journal dated February 20, 2019 and numbered 30692*

***It is applied only once. No additional grant support will be given again in this category in the student's subsequent mobility if selected.*

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ERASMUS (+) STUDY MOBILITY/ADDITIONAL GRANTS

Inclusion Support (For Granted Students):

- A student with Inclusion Support need is a potential student whose personal physical, mental, or health condition does not allow him/her to participate in the mobility activity without additional financial support.
- Once the student with Inclusion Support need has been selected, and he/she requests additional support, the approximate additional grant is determined and requested from the National Agency. The additional grant requested must be directly related to the purpose of enabling the disabled student to participate in the programme.
- Only granted students can request inclusion support.

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ERASMUS (+) STUDY MOBILITY/GRANT PAYMENTS

Student grants are paid in 2 installments.

- **First Installment (80%):** Eighty percent of the maximum (maximum) amount foreseen to be paid to the student. It is calculated according to the student's envisaged mobility period.
- Before the payment of the first installment, a contract is signed between the student and the Institution. The maximum grant amount is specified in the contract. The maximum grant amount corresponds to the highest amount that can be given to the student.

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ERASMUS (+) STUDY MOBILITY/GRANT PAYMENTS

- **Second installment:** The exact duration of the mobility is determined by evaluating the participation certificate and passport entry and exit dates given by the student at the end of the study period.
- The second installment amount is calculated by deducting the first installment from the grant corresponding to the relevant period.

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ERASMUS (+) STUDY MOBILITY/GRANT PAYMENTS

- If the duration of the activity is shorter than foreseen, the total payment to the student will be less than the maximum grant amount. **Exception:** if the difference between the duration of the activity and the duration foreseen in the contract is 5 days or less, the amount in the grant agreement is paid.
- If the student performs an activity with a shorter duration than the foreseen grant period, the student will be asked to refund the excess amount if the initial payment was more than the calculated amount for the exact duration of the activity.

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ERASMUS (+) STUDY MOBILITY - GRANT DEDUCTION

IMPORTANT; 2/3 RULE

If students are not successful in at least two-thirds of the total ECTS credits they receive from the host institution during the mobility period, the second installment grants will not be paid upon their return.

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**ERASMUS (+) STUDY MOBILITY - GRANT DEDUCTION
IMPORTANT: PARTICIPANT SURVEY RULE**

Students who do not fill in the participant questionnaire, except for technical reasons, will be deducted 20% of the total number of days of actual activity days that are the basis for grant calculation.

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**ERASMUS (+) STUDY MOBILITY - GRANT DEDUCTION
IMPORTANT: DOCUMENT RULE**

- If the student does not submit the documents proving the participation in the mobility (certificate of participation and transcript (ToR) after his/her mobility period, the mobility will be deemed invalid, and the student will repay the grant paid at the beginning of the mobility.
- Students should bring their passports to our office for control upon their return.

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**ERASMUS (+) STUDY MOBILITY
BEFORE THE MOBILITY**

- Application to the Receiving Institution
- Visa
- Contract

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ERASMUS (+) STUDY MOBILITY

APPLICATION TO THE RECEIVING INSTITUTION

- The International Relations Office nominates the students to the receiving institutions.
- The receiving institution sends an e-mail to the student, including the application procedure.
- The student completes the receiving institution's application procedure.
- The student may receive counseling from the Office of International Relations regarding the application procedure of the host institution.
- It is the student's responsibility to follow the application procedure and application deadline.

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ERASMUS (+) STUDY MOBILITY

DOCUMENTS REQUESTED IN THE APPLICATION

- **Online Learning Agreement (OLA) (Approved)**
- **Approved Application Form** (Each institution may have its own application form.)
- **Passport:** If you do not have a passport, please apply for a passport. Students aged 25 and over can get an electronically signed letter from our office to avoid paying passport fees. Students under 25 are exempt from passport fees. All students have to pay the passport book fee.
- Other documents may be requested depending on the institution. For example, a Foreign Language Proficiency Certificate (if English is required, you can request it from SFL-IZTECH School of Foreign Languages).

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ERASMUS (+) STUDY MOBILITY

ONLINE LEARNING AGREEMENT (OLA)

- Online Learning Agreement (OLA) is a Learning Agreement that includes the courses you will take at the host institution and the IZTECH equivalents of the relevant courses. It is signed online by the student, the IZTECH Department Erasmus Coordinator, and the Authorized Person at the Host Institution.
- Our students carry out OLA procedures together with IZTECH Departmental Erasmus Coordinators and Assistants to the IZTECH Departmental Erasmus Coordinators.
- Our students can select min. 30 ECTS and max. 36 ECTS in total at the host institution for one semester.

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ERASMUS (+) STUDY MOBILITY

RECOGNITION SHEET (RS)

- Recognition Sheet (RS) is a document that includes the courses you will take at the host institution and the IZTECH equivalents of the relevant courses. It is signed by the IZTECH Departmental Erasmus Coordinator and IZTECH Department Head.
- RS is not sent to the receiving institution, but its procedures are carried out simultaneously with the OLA sent to the host institution.
- The student carries out the RS procedures together with his/her IZTECH Departmental Erasmus Coordinator and Assistant to the IZTECH Departmental Erasmus Coordinator.
- The relevant document must be approved by your Department and then by the Executive Board of the Related Faculty or the Graduate School before the student goes abroad.

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**ERASMUS (+) STUDY MOBILITY
VISA APPLICATION**

- You can search for the documents required for the visa application for the relevant country from the consulates or consultant firms. In order to apply for your visa, you must have received a letter of acceptance from the host institution. Invitation letters are sent to you by the host institution after you complete your application.
- As it takes a long time to obtain a visa for the Czech Republic, please apply for the relevant visa early. Make sure that all your documents are ready before you go to apply for your visa. (In this process, both granted and zero-granted students should get a visa letter with a wet signature and seal from our office to be given to the Consulate. Our office will prepare this document after your acceptance letter arrives).

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**ERASMUS (+) STUDY MOBILITY
CONTRACT (FOR BOTH GRANTED AND ZERO-GRANTED STUDENTS)**

- It is signed between the student and our institution before departure abroad. If the student is granted, he/she gets a Checking Euro Account at any branch of Ziraat Bank and submits the account information to the Office for the contract.
- Only Ziraat Bank accounts are accepted.
- Foreign Currency Accounts (USD, etc.) other than Euro Accounts are not accepted.
- The student can get a joint bank account.

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**ERASMUS (+) STUDY MOBILITY
CONTRACT (FOR BOTH GRANTED AND ZERO-GRANTED STUDENTS)**

- The student (granted or zero-granted) gets health insurance (private or from SGK-Social Security Institution) and submits it to the Office for the contract. (An official letter with an electronic signature is prepared by our Office for our student to use in his/her insurance application).
- The contract mainly includes the maximum grant amount for the granted student, the mobility duration, and the rights and obligations of the parties. If the contract is prepared for a non-granted student, grant information is not included.
- The contract must have the wet signature of both parties (Student and Institution Representative). Please read and sign your contract very carefully.
- One copy of the contract signed by both parties is given to the student, and the other copy is kept in the Office.

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ERASMUS (+) STUDY MOBILITY

HEALTH INSURANCE (from the Social Security Institution (SGK));

- Students whose parents are SGK members according to the old health insurance system and who are going to Germany, Austria, Belgium, Croatia, the Netherlands, North Macedonia, Romania, and the Czech Republic, which have social security agreements with our country, should apply to the SGK-Social Security Center to obtain the formularies prepared separately for each country. Please get your e-signed document from our office to be used during the application to SGK.
- **For GERMANY ONLY**, students whose parents are members of SSK, Retirement Fund, and Bağ-Kur can also benefit from the health services of SGK. For this purpose, formulary documents (A/T11) must be approved by the SGK-Social Security Center. Please get your e-signed document from our office to be used during the application to SGK.
- **Only in BELGIUM and NETHERLANDS** there is a pensioner-employee distinction for the parents (regardless of who is receiving health care). For these two countries, it is not possible to apply for a formulary document if the parents are retired.

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ERASMUS (+) STUDY MOBILITY

DURING MOBILITY

- Registration Procedures at the Receiving Institution
- Course Add-Drop
- Mobility Duration Extension

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ERASMUS (+) STUDY MOBILITY

RECEIVING INSTITUTION- REGISTRATION PROCEDURES

- Go to the International Office of the host institution and register.
- Be sure to participate in the host institution's orientation program. The Orientation Program provides information about the country, city, and university.
- You should get the Arrival document signed by the Host Institution's Erasmus Office and ensure that the document is e-mailed to your IZTECH Erasmus Office Advisor by the Relevant Office.

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ERASMUS (+) STUDY MOBILITY

Course Add-Drop

- Provided that the host institution does not request a shorter period of time, changes to the learning agreement should be done within 5 weeks at the latest following the start of the academic semester at the host higher education institution and must be approved by the parties to the agreement within 2 weeks at the latest after the changes are requested.
- You should carry out the OLA (Online Learning Agreement) During Mobility Section procedures with your IZTECH Departmental Erasmus Coordinator and IZTECH Assistant to the Departmental Erasmus Coordinator.
- You should carry out the RS (Recognition Sheet) procedures with your IZTECH Departmental Erasmus Coordinator and IZTECH Assistant to the Departmental Erasmus Coordinator. The relevant document must be approved by your Department and then by the Executive Board of the Related Faculty or the Graduate School.

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ERASMUS (+) STUDY MOBILITY

MOBILITY DURATION EXTENSION

- If the student requests an extension in the mobility period, the request is evaluated by the Erasmus office and the student's departmental authorities.
- Depending on the approval of the host institution and provided that the student's academic status is appropriate, it is possible for the student to extend his/her period.

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ERASMUS (+) STUDY MOBILITY

MOBILITY DURATION EXTENSION

- The request for an extension of the duration must be submitted at least 1 month before the originally planned end date of the mobility. If the request is accepted by all parties, the grant agreement must be amended, and all necessary procedures for the extension of the period must be completed (OLA and RS).
- If there is an increase in the maximum grant amount specified in the contract signed with the student (if the institution has sufficient grant), then an additional contract should be signed with the student.

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**ERASMUS (+) STUDY MOBILITY
AFTER MOBILITY**

Documents to be submitted after mobility:

- **The Certificate of Attendance (Confirmation Letter)** should be sent to your Office Erasmus Advisor by the Erasmus Officer of the host institution via e-mail. It is the student's responsibility to follow up on the submission.
- **Transcript of Records (ToR):** The transcript must be sent to your Office Erasmus Advisor and IZTECH Departmental Assistant Erasmus Coordinator simultaneously by the Host Institution's Erasmus Officer via e-mail. It is the student's responsibility to follow up on the submission.
- **Passport:** You should bring your passport to the Office for control upon arrival
- The student should fill out the participant survey. The student receives the e-mail having the survey information from the "EU CORPORATE NOTIFICATION SYSTEM".

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ERASMUS (+) STUDY MOBILITY/GRADE CONVERSION GRADE CONVERSION

- All grades received from the host institution are converted to your IZTECH grades by your Assistant Departmental Erasmus Coordinator at IZTECH.
- Proof of Academic Recognition Sheet having the grade conversion is sent to the IZTECH Registrar by your IZTECH Department with an official letter.
- It is the responsibility of our students to follow the Grade Conversion procedures.

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ERASMUS (+) STUDY MOBILITY/ ONLINE LINGUISTIC SUPPORT ONLINE LINGUISTIC SUPPORT (OLS)

Free online language support is provided for mobility students through the European Commission's Institutional learning management platform, "EU Academy." Mobility students will be able to choose the language(s) they want to learn without limitation of the number of courses and languages. Our Erasmus students, who are willing to benefit from OLS, will be nominated to the Academy Data Management System by our office before the Erasmus mobility activities start. Our students will receive access to the EU Academy portal via the web link sent to their e-mail addresses and will be able to benefit from the online language support.

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ERASMUS (+) STUDY MOBILITY ATTENTION

- Students who owe grants to the Erasmus Office cannot graduate without repaying the grant amount they owe.
- If the indebted student is still an IZTECH student, he/she is allowed to register for courses in the semester following the mobility period, but if he/she is still in debt at the beginning of the 2nd semester following the mobility, he/she cannot register for courses.

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ERASMUS (+) STUDY MOBILITY/USEFUL WEBSITES

Office of International Relations website

<https://uio.iyte.edu.tr/>

Website of the Directorate for EU Affairs-Turkish National Agency

<https://www.ua.gov.tr/>

European Commission's Website on Education

<https://education.ec.europa.eu/>

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ERASMUS (+) STUDY MOBILITY/IZTECH DEPARTMENTAL ERASMUS COORDINATORS

Department	Erasmus Coordinator - Name	Email
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ERASMUS (+) STUDY MOBILITY/IZTECH ASSISTANTS TO THE DEPARTMENTAL ERASMUS COORDINATORS

Department	Assistant Erasmus Coordinator Name	Email
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Environmental Engineering	Res. Assist. Çağrı ŞAHİN	cagrisahin@iyte.edu.tr
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Electronic Engineering	Res. Assist. Aslı TAŞCI	aslitasci@iyte.edu.tr
Electronic Engineering	Res. Assist. Şeyma ARSLAN YÜRÜK	seymaarslanyurek@iyte.edu.tr
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Architecture	Res. Assist. Ceren ERGÜLER	cerenerguler@iyte.edu.tr
Conservation and Repair of Cultural Assets /Architectural Restoration	Res. Assist. Fatma Sezgi MAMAKLI	fatmamamakli@iyte.edu.tr

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ERASMUS (+) STUDY MOBILITY / IRO CONTACT

The contact info. of the IR Office Erasmus Advisors are given below. You can visit your Office Erasmus Advisor at the office by making an appointment during his/her office hours. The office hours of your Office Erasmus Advisors will be sent to you.

Asena Altan, E-mail: asenaaltan@iyte.edu.tr

Computer Engineering
Environmental Engineering
Electronics and Communication Engineering
Molecular Biology and Genetics
Architecture
Architectural Restoration

Gizem Köfünçeli, E-mail: gizemkofunçeli@iyte.edu.tr

Bioengineering
Energy Engineering
Civil Engineering
Chemical Engineering
Chemistry
Mechanical Engineering
Materials Science and Engineering
Mathematics

Mustafa Kaymaz, E-mail: mustafakaymaz@iyte.edu.tr

Industrial Design & Design Studies
Physics
Photonics
Food Engineering
City and Regional Planning