(Senate Resolution dated 05.02.2019 no. 02)

# ATILIM UNIVERSITY DIRECTIVE ON ERASMUS+ AND OTHER EXCHANGE PROGRAMS

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1.**

The purpose of this Directive is to regulate the principles and procedures regarding Erasmus+ and other exchange programs.

# Scope

# ARTICLE 2.

This directive covers principles on the process concerning the mobility of students, as well as academic and administrative staff participating in Erasmus+ and other exchange programs, and the responsibilities and authorities of the related units and individuals.

# Basis

# ARTICLE 3.

This Directive is based on Article 14 of Law No 2547 and Erasmus+ Higher Education Institutions Manual published by the Turkish National Agency every year.

# Definitions

# ARTICLE 4.

1. EABD: Major Graduate School Department
2. President: The President of Atılım University
3. DIR: The Directorate of International Relations.

**SECTION TWO**

**Coordinators-Committees-Directorate of International Relations Directorates and Committees**

# ARTICLE 5.

1. **University Erasmus+ Coordinator**

The Coordinator is appointed by University Erasmus+ Director among the specialists of the Directorate of International Relations. The Coordinator ensures coordination for every aspect of exchange programs in the entire university. The Coordinator takes and implements decisions in collaboration with the University Erasmus+ Committee. Erasmus+ agreements between higher education institutions are signed by the President of the University acting as the representative of the institution. President may bestow this power to the Erasmus+ Coordinator.

# University Erasmus+ Committee

The Committee consists of University Erasmus+ Coordinator, Directorate of International Relations and President. The Committee takes decisions regarding the Erasmus+ Program among the University. The Committee coordinates and controls the operation of the Erasmus+ program, as well as selecting and assigning students. Program calendar is determined by the committee, as well.

# Department Erasmus+ Coordinators

Department Erasmus+ Coordinators are appointed by Chairpersons of Departments.

Department Erasmus+ Coordinators introduce the program to their department, announce the news regarding the program, help students select universities and courses within the scope of the program and are responsible for selection of students and conclusion and implementation of exchange agreements in cooperation with the President’s Office, School Erasmus+ Coordinator, Directorate of International Relations (DIR) and relevant departments. They guide students returning to the University from studying abroad regarding the exemption of courses taken in their exchange program. They also advise international students who register in Atılım University with Erasmus+ about course selection procedures.

# Graduate School Department Major Erasmus+ Coordinators

Graduate School Department Major (EABD) Erasmus+ Coordinators are appointed among the instructors by relevant departments. As for graduate schools, Department Major Erasmus+ Coordinators are also EABD Erasmus Coordinators. Erasmus+ Coordinators of interdisciplinary programs are appointed among the instructors by the relevant EABD Directorate. Grad. Sch. Department Major Erasmus+ Coordinators introduce the program to their department, announce the news regarding the program, help students select university and courses within the scope of the program and will be responsible for selection of students and conclusion and implementation of exchange agreements in cooperation with the President’s Office, School Erasmus+ Coordinator, Directorate of International Relations (DIR) and relevant department. They guide students returning to the University from studying abroad regarding the exemption of courses taken in their exchange program. They also advise international students who register in Atılım University with Erasmus+ about course selection procedures.

# Directorate of International Relations (DIR)

Reporting directly to the President’s Office, DIR executes the administrative affairs relevant to the exchange students of Atılım University arriving within the scope of Erasmus+ agreements, as well as those selected to leave the University to study abroad in line with the decisions by the University Erasmus+ Committee. The Directorate promotes the Program at the University and prepares promotional materials. The Directorate also corresponds with relevant contracted universities, updates agreements, and works in coordination with relevant coordinators, as well as the Directorate of Student Affairs, and the Exchange Student Network (ESN - Atılım Students’ Club). Coordinators who start or complete their term of duty are notified to relevant academic units and the DIR.

# SECTION THREE

**Outgoing Exchange Students**

**Application Criteria, Procedures, Evaluation, Courses, Learning Agreement, Certificate of Recognition**

**Application Conditions**

**ARTICLE 6.**

Applications to Erasmus+ program are made within the dates announced by the DIR twice a year in the last semester before the semester of exchange.

Application criteria are as follows:

* 1. Applicants must be full time students who are registered in a higher education program in one of the formal education levels (Levels One through Three) (Level 1: Associate, and undergraduate degree programs; Level 2: Graduate degree programs; Level Three: PhD, medical education).
  2. a) The CGPA of the students in the first level must be minimum 2.20/4.00

1. The CGPA of the students in the second and third degrees must be minimum 2.50/4.00.

3- Students must have enough ECTS credit load for student mobility,

(60 ECTS are required according to ECTS Guide of the European Commission. See for more information: [Http://ec.europa.eu/education/ects/users- guide/docs/ects-users-guide\_en.pdf](http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf) )

4- If applicants have benefited from Erasmus+ and the Lifelong Learning Program (LLP) in their current educational degree before, the total duration of the mobility cannot exceed 12 months along with the new mobility, (Participation in programs within the scope of Mevlana, TUBITAK and Directorate for Turks Abroad and Related Communities is not included).

5- Students must meet other application criteria of their registered program, if any. Special cases are decided by Executive Committee of relevant School/Graduate School.

Students of the Preparatory School and Scientific Preparation Program may not apply to the Erasmus+ Program.

Students at the stages below of doctoral programs may not benefit from the Erasmus+ Program.

1. In the last semester to take the doctoral qualifying exam for students not having taken the exam
2. In the last semester for thesis proposal defense
3. The thesis and/ or academic advisor of students, as well as the relevant EABD Directorate are responsible for the decision to allow or reject the Erasmus+ applications of Semester 4 students of thesis master degree and doctorate degree students who have not received their seminar courses or completed their program load in the final term of the maximum allowed program duration. Undergraduate, graduate and doctorate degree students who have previously received a grant within the scope of the Erasmus+ Program during their education period may apply to the program without a grant for future mobility programs.

# Application Procedures

# ARTICLE 7.

The DIR organizes promotional meetings about the program every year. Application information is announced in website and billboards of the Directorate. Applications are made online at ic.atilim.edu.tr. Student can select as much universities as determined by University Erasmus+ Committee. For selection purposes, factors such as the curriculum of the relevant universities, the structure and content of courses, the credits of courses in the European Credit Transfer System (ECTS) are taken into consideration by the Department/ Major Graduate Department Director and the thesis and/or academic advisors of students. Students write the university they select on the application form; however, this does not guarantee their mobility. Students select a university with guidance of Department Erasmus+ Coordinator and University Erasmus+ Coordinator.

Application documents must be submitted until the deadline announced each semester. If there is still available quota after the placement of University Erasmus+ Committee, application period can be extended or a new period can be announced by the Committee in order to receive new applications.

**Evaluation and Placement**

**ARTICLE 8.**

Erasmus+ points are calculated each year for applying students, taking into account 50% of the score obtained in the Erasmus+ Language Proficiency Test by the Department of Basic English, and 50% of their CGPA Selection committee comprises of the President, Director of the DIR and University Erasmus+ Coordinator. Evaluation and placement results are announced on the DIR website. Academic achievement status of students to participate in Erasmus+ Program is reviewed again before relevant semester. In the event where students do not meet the minimum criteria for applications, their application is reviewed by the University Erasmus+ Committee. The right to participate in the Erasmus+ Program may be annulled.

# Courses, the Academic Recognition Certificate and the Learning Agreement

# ARTICLE 9.

The course curriculum for students placed in receiving universities is determined by the Department/ EABD Erasmus+ Coordinator, thesis and/or academic advisors of students, and the relevant Department/ EABD Directorate. The curriculum is involved in the Learning Agreement and signed by the relevant student, the Department/EABD Erasmus+ Coordinator and the University Erasmus+ Coordinator. The courses to be taken abroad within the framework of Erasmus+ and their equivalents Atılım University are specified on the Academic Recognition Certificate. Signed by the student, Department/Grad. Sch. Department and Dean/Director of School/Grad. Sch., the Certificate is submitted to University Erasmus+ Coordinator. Erasmus+ students must take courses adding up to around 30 ECTS per semester. The course load may not be less than 20 ECTS in one semester. For undergraduate students, total credits to be recognized at Atılım University cannot exceed the credit limits specified in relevant regulation’s provisions regarding course load. Before students complete the first semester at the host university, they are obligated to notify the Department/ Major Graduate School Department Erasmus+ Coordinator of all the changes made in their course program, and have these changes approved within the scope of the Learning Agreement and the Academic Recognition Certificate.

# SECTION FOUR

**Admission, Agreement and Grants, Course Recognition, Tuition Fees**

**Application and admission to receiving universities**

**ARTICLE 10.**

Correspondence with the university abroad is carried out by the Erasmus+ Coordinator. The Erasmus+ Coordinator and Department Coordinators provide guidance to students in preparing the documents. If application documents are to be submitted to the hosting university online, students carry out the necessary procedures within the knowledge of the University and Department Erasmus+ Coordinators. However, if documents are to be submitted as hard copies, the University Erasmus+ coordinator sends the documents to Erasmus+ office of hosting university by mail. Students are responsible for travel, accommodation and passport/visa transactions.

# Status of exchange students at Atılım University

# ARTICLE 11.

The period of stay at the university abroad within the framework of exchange programs is included in the maximum duration of study. The cases of research assistants who wish to participate in this program are evaluated within the scope of the relevant rules and regulations. Students residing at the dormitories must apply to the Directorate of Dormitories to reserve their right to dormitories. The continuation, temporary withdrawal, or permanent withdrawal of a scholarship during the mobility period is at the discretion of the concerned person/unit awarding the scholarship.

# Agreement and payment of grants

# ARTICLE 12.

A grant agreement is signed between Atılım University and the student before the student’s departure. With this agreement, the student’s participation in the exchange program is confirmed. Grants are paid as determined and announced for that year. Upon completion of the exchange period, the returned students are, in accordance with the grant agreement, obligated to submit to the DIR the transcript of the university abroad, the signed Learning Agreement and the Academic Approval Form, which also contains the course changes made there, the Certificate of Attendance Form, and mobility evaluation form.

Parties of grant agreement are the student and Atılım University. As the legal representative of the institution, the President is authorized to conclude grant agreement on behalf of Atılım University. The President may delegate this authority to the Director the International Relations.

# Course exemption transactions

# ARTICLE 13.

Outgoing students are registered in accordance with the manual published by the National Agency within the scope of the European Union Erasmus+ Program and as described in Learning Agreement and Academic Recognition Certificate which are a part of Student Mobility. Additionally, grades of such registered courses are recorded in students’ transcript in accordance with the procedures and periods specified in the manual.

The Learning Agreement, the Academic Recognition Certificate and the transcript issued by the hosting university are the documents to constitute the basis for course exemption. Students completing their study at hosting universities apply to the relevant Department/EABD with the transcript issued by their hosting university for course exemption transactions and submit a copy of document to the DIR; or, if the documents are sent to the DIR by the hosting university, the DIR sends the document to the Department Erasmus+ Coordinator to begin the process. Courses are recognized with the decision of the Executive Committee of School/Graduate School upon the proposal of thesis and/or academic advisor, Chairperson of Department/Grad. Sch. Department and Dep./Grad. Sch. Dep. Erasmus+ Coordinator. All courses in transcript are evaluated by relevant committees on the basis of Academic Recognition Certificate. Relevant Executive Committee is authorized to take decision about the courses not included in Learning Agreement and Academic Recognition Certificate.

Course recognition transactions are recorded in transcripts of students by the Office of the Dean of Students. These processes must be completed before the beginning of the new academic semester and until the end of course add/drop period in obligatory cases.

If a failed course at the hosting university is equivalent to a mandatory course at Atılım University in the Academic Recognition Form, the student must take the course in the earliest semester at Atılım University. If an elective course, the student may take another elective course in the curriculum of relevant registered department.

The President’s Office decides regarding the scholarship status of outgoing Erasmus+ students who are granted achievement scholarship and failed any courses at their hosting university. Exchange students are deemed to have failed in courses that were in the Learning Agreement that they had signed before their departure, or the courses that were on the Course Amendments page of their Learning Agreement in case of course amendments if these courses are not in the transcript of these students from the receiving university when they return.

Once the recognized courses are recorded on student transcripts by the Directorate of Student Affairs, a copy of the Transcript of Records is sent to the relevant Department Directorate and

the University Erasmus+ Coordinator. In the event where there is a material error by the University Erasmus+ Coordinator’s Office while entering courses into the system (if courses are not recorded with their original name, code and ECTS credits), the Office warns the relevant departments for necessary corrections through the relevant Vice President.

# Tuition fees and other costs

# ARTICLE 14.

Those students who are obligated to pay a tuition fee and participate in an exchange program are to do so to their own university during their study education abroad; they do not pay a tuition fee at the university abroad. In addition; students are responsible for their own accommodation, transportation, personal expenditures, food expenses, health insurance and other similar expenses.

# SECTION FIVE

**Application-Course Selection-Learning Agreement-Letter of Acceptance-Orientation Program**

**Application to Atılım University**

**ARTICLE 15.**

The students who would like to come to Atılım University as an Erasmus+ student are to fill in the application form accessible on the DIR or their university’s website and send the form and other necessary documents to the DIR before the application deadline.

# Course selection and the Learning Agreement

# ARTICLE 16.

Incoming students refer to the Course Catalog available in the website of Atılım University for course selection and indicate such courses in their Learning Agreement to be submitted along with application documents. In the event where these courses are not offered, the courses indicated on the application form may be subject to changes. After the change, the second page of the Learning Agreement is to be edited and submitted to Department and University Erasmus+ Coordinators for signature. The Department/ EABD Erasmus+ Coordinators assist the incoming exchange students with course selection, and sign their application forms.

# Sending the Letter of Acceptance

# ARTICLE 17.

After the application document and Learning Agreement are received, the application is evaluated taking into consideration the exchange balance (the outgoing-incoming student ratio) between the two universities, and the academic standing of the applicant. The DIR sends letters of acceptance to the students whose applications have been accepted.

# Informing the incoming students

# ARTICLE 18.

The students are sent a letter of acceptance along with information notes. Such details as the visa procedures, academic calendar, and orientation program are included in the information notes. The DIR and ESN Atılım advise the incoming students regarding the administrative procedures at Atılım University.

# Adaptation for incoming students: Orientation Program

# ARTICLE 19.

An orientation program is organized for incoming exchange students by the DIR at the beginning of each semester. The scope of this program contains courses designed specifically and presented

before the semester begins. In addition, the DIR and the Erasmus+ Student Network (ESN-Atılım) organize various social and cultural events, university orientation sessions, trips and so forth. Department/Grad. Sch. Dep. Erasmus+ coordinators act as advisors for incoming exchange students in their adaptation to the department/program.

# SECTION SIX

**Incoming Exchange Students**

**Exchange students who have completed their study period, Internship and Staff Mobility**

**Exchange students who have completed their study period**

**ARTICLE 20.**

University e-mail addresses of exchange students who have completed their study period at Atılım University are deactivated; their official transcripts and their Certificate of Participation indicating the period of study are sent by the DIR to the Directorates of the International Relation at sending universities.

# Student Internship (Placement) Mobility

# ARTICLE 21.

Application Criteria for Erasmus+ Student Internship Mobility are same with learning mobility.

Period of internship ranges between 2 and 12 months and is different at each educational level. Students in all grades may participate in internship activities throughout their period of study. In addition the senior students of educational programs may participate in the program within 12 months following their graduation. However, students must apply for internship before their graduation while they are still a registered student at any level, if they intend to do internship after graduation. Graduated students may not apply. Internship mobility must be completed within 12 months following the graduation date. The sum of mobility periods for internship after graduation and mobility before graduation at the same level cannot exceed 12 months.

The relevant Department/ EABD Directorates are to grant an approval for certain facts such as students’ field or duration of internship, or their application to the Erasmus+ Program. Applications and placement procedures are handled within the framework of the criteria established for the current academic year by the University Erasmus+ Committee. A grant agreement is signed between Atılım University and the student before the student’s departure. With this agreement, the student’s participation in the Student Internship Mobility program is confirmed. Grants are paid as determined and announced for that year. The documents to be based on during the internship are Letter of Invitation, Training Agreement, Academic Recognition Certificate, Certificate of Participation, Academic Evaluation Certificate and Internship Report. Upon completion of internship, returning students must apply to relevant Department/ EABD Department with the documents for evaluation purposes. Students who have completed their internship period are obliged to submit original copies of their Academic Recognition Certificate, their Certificate of Participation and their Academic Evaluation Certificate to the DIR. The internship is counted toward the program by the decision of the School/ Grad. Sch. Executive Committee by consideration of the Academic Recognition Certificate through recommendation of the concerned Department/ Grad. Sch. Dep. Maj. Erasmus+ coordinator and Chairperson of the Department/ Grad. Sch. Information regarding employing company, country and duration of internship must be indicated in “6.1 Additional Information” section of Diploma Supplements of the students who did internship abroad.

For this reason, a copy of the Academic Recognition Certificate of returning students is submitted to the Department Bologna Process Coordinator responsible for Diploma Supplement and the information is recorded in the system by the relevant department.

# Staff mobility (Teaching and learning mobility)

# ARTICLE 22.

Staff mobility entails two types of mobility: teaching and staff training mobility.

The following criteria are to be met for eligibility to benefit from teaching mobility:

1. The applicant must be a full-time faculty member at Atılım University;
2. There must be an inter-institution agreement between the host higher education institution abroad and Atılım University;
3. A teaching program, which has been approved by Atılım University and the host university must exist;
4. The applicant must meet the minimum teaching hour requirement established for the concerned year in the university abroad. The following criteria must be met for eligibility to benefit from staff training mobility:
5. The applicant must be a full-time faculty member or administrative staff working at Atılım University;
6. There must be an inter-institution agreement between the host higher education institution abroad and Atılım University;
7. A work program, which has been approved by Atılım University and the host university must exist;
8. The minimum mobility duration requirement set for the concerned year must be met. There must be an inter-institution agreement between the company and Atılım University, if the staff training mobility is to be carried out at a company abroad.

Applications and placement procedures are handled within the framework of the criteria established for the current academic year by the University Erasmus+ Committee.

The admitted staff must obtain the permission of department head and President’s Office for the period of stay abroad.

A grant agreement is signed between Atılım University and relevant staff before their departure. With this agreement, the staff’s participation in the Staff Mobility program is confirmed.

Grants are paid as determined and announced for that year.

Upon completion of the mobility period, the staff must submit the Staff Mobility Activity Report Form, travel documents, and Certificate of Participation to the DIR.

**SECTION SEVEN**

**Other Exchange Programs - Effective Date - Execution Other exchange programs**

# ARTICLE 23.

The departments and persons of which responsibilities and authorities are stipulated in this Directive are also responsible for executing all necessary procedures regarding incoming and outgoing students within the scope of other exchange programs based on mutual international agreements.

In addition, students may be exchanged within the framework of the provisions of mutually concluded agreements.

# Repealed directive

# ARTICLE 24.

The Directive, accepted with Senate Resolution dated 13.09.2013 and numbered 06 and amended with Senate Resolution dated 20.03.2015 and numbered 04, has been repealed.

# Effective Date

# ARTICLE 25.

This Directive shall take effect on the date of signature by the Senate of Atılım University.

# Execution

# ARTICLE 26.

This Directive is executed by the President of Atilim University.