

(Senate Resolution dated 12.08.2026, no. 09)

(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 student, academic and administrative staff mobility programs, and the responsibilities and authorities of the related units and people.

Basis

ARTICLE 3.

(Senate Resolution dated 12.08.2026, no. 09) This directive is based on Article 14 of Law no. 2547 and the Handbook for Higher Education Institutions published by the Turkish National Agency for each contract period.

Definitions

ARTICLE 4. (Senate Resolution dated 12.08.2026, no. 09)

- a) ECTS: The European Credit Transfer System,
- b) GSDM: Graduate School Department Major
- c) Institution Erasmus Coordinator: Atılım University Institution Erasmus Coordinator
- ç) President: The President of Atılım University
- d) Vice President: The Vice President of Atılım University,
- e) Director of International Relations: Atılım University Director of International Relations
- f) DIR: Directorate of International Relations
- g) University: Atılım University.

SECTION TWO

Coordinators-Committees-Directorate of International Relations

Coordinators and the Directorate of International Relations

ARTICLE 5 -

a) University Erasmus+ Coordinator (Senate Resolution dated 12.08.2026, no. 09)

The Director of International Relations undertakes the duties of the Institution Erasmus+ Coordinator. 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 transfer this authority to Erasmus+ Coordinator.

b) University Erasmus+ Committee (Senate Resolution dated 12.08.2026, no. 09)

The committee consists of the President, the Vice President, and the Institution Erasmus+ Coordinator / Director of International Relations. 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. The committee

also determines the program calendar.

c) Department Erasmus+ Coordinator (Senate Resolution dated 12.08.2026, no. 09)

Department Erasmus+ Coordinators are appointed by the relevant Heads of Departments. Department Erasmus+ Coordinators introduce the Erasmus+ program within their relevant department, announce news regarding the program, assist students wishing to participate in exchange programs with university and course selection, and sign learning agreements. 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 under Erasmus+ about course selection procedures.

ç) Graduate School Department Major Erasmus+ Coordinator

Graduate School Department Major (GSDM) Erasmus+ Coordinators are appointed among the instructors by relevant departments. As for graduate schools, Department Erasmus+ Coordinators are also GSDM Erasmus Coordinators. Erasmus+ Coordinators of interdisciplinary programs are appointed among the instructors by the relevant GSDM Directorate. Graduate School Department Major Erasmus+ Coordinators introduce the program to their departments, 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 Presidency, Graduate School Erasmus+ Coordinator, International Relations Office and the relevant graduate school department major. 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 under Erasmus+ about course selection procedures.

d) Directorate of International Relations (DIR)

Operating under the Presidency, the Directorate of International Relations (DIR) manages the administrative procedures for incoming exchange students within the framework of the Erasmus+ agreements of Atılım University, and for students selected to study abroad in accordance with the decisions of the University Erasmus+ Committee. The Directorate promotes the Program at the University and prepares promotion materials. The Directorate manages correspondence with the relevant universities and updates agreements; works in coordination with the relevant coordinators and the Directorate of Student Affairs. Coordinators who start or complete their duty are notified to relevant academic units and the DIR.

SECTION THREE

Outgoing Exchange Students

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 for the Erasmus+ Exchange Program are as follows:

- 1- Applicants must be full-time students who are registered in a higher education program in one of the formal education degrees (Levels 1, 2, or 3) (Level 1: Associate and undergraduate degree programs. Level 2: Graduate degree programs. Level 3: PhD, medical specialization programs).
- 2- a) The CGPA of the students in Level 1 must be minimum 2.20/4.00.
b) For students, whose transcripts have not yet been generated at the application stage: 1 – An associate degree graduation GPA of at least 2.20/4.00 for students transferring from

associate degree programs; 2 – A high school graduation grade of at least 75/100 for preparatory class and first-year students.

c) Level 2 and Level 3 program applicants must exhibit an academic CGPA of at least 2.50/4.00.

3- **(Senate Resolution dated 12.08.2026, no. 09)** Having enough courses or a sufficient ECTS credit load, including extra-curricular credits, for learning mobility (as per the European Commission ECTS Guide, enough for one academic year is 60 ECTS credits). Students may enter mobility contracts with an extracurricular ECTS of 30 within an academic semester if they do not have any course load as would be the case with graduate and doctorate degree students in their thesis semester.

4- **(Senate Resolution dated 12.08.2026, no. 09)** If the student has previously participated in Erasmus+ higher education mobility activities within their current study cycle, the total duration, including the recent activity, must not exceed 12 months.

5- Students must meet other application criteria of their registered program, where required. The School/ Graduate School Executive Board decides on exceptional cases.

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

Students at the following stages of their doctorate degree programs may not participate in the Erasmus+ Program:

a) **(Senate Resolution dated 12.08.2026, no. 09)** In their last semester for doctoral qualification exam for those not yet having taken their exam,

b) **(Senate Resolution dated 12.08.2026, no. 09)** In their last semester before their Thesis Proposal Defense session,

c) For Semester 4 students in thesis-based graduate and doctorate degree programs who have not yet taken their seminar course or completed the course load of their program by the final semester of the maximum period of study for their program, whether or not they may participate in the Erasmus+ Program is decided upon by their thesis and/or academic advisor and the relevant Head of GSDM. Undergraduate and graduate students who received a grant before within the scope of the Erasmus+ Program may apply to the program without a grant for future mobility endeavors.

Application transactions

ARTICLE 7.

(Senate Resolution dated 12.08.2026, no. 09) Erasmus+ Information Meetings are held for students by the Directorate of International Relations every year. Information regarding applications is announced on the DIR website. Applications are submitted via TURNAPortal.

Evaluation and placement

ARTICLE 8.

(Senate Resolution dated 12.08.2026, no. 09) The evaluation criteria used to assess applications for the Erasmus+ student mobility for studies program are set as follows: academic achievement level 50% (out of 100) and language proficiency level 50% (out of 100). Language proficiency for each application period is assessed via the Erasmus English Language Exam held by the School of Foreign Languages. In addition to the Erasmus English Language Exam, the School of Foreign Languages Directive on Exemption and Equivalence serves as the basis for determining language proficiency levels based on scores obtained in national and international examinations. The evaluation criteria and their respective weightings applied

alongside the average of academic achievement and foreign language scores are determined by the Erasmus+ Committee based on the Handbook for Higher Education Institutions published by the Turkish National Agency for the relevant project period and are announced on the web page for the Directorate of International Relations (DIR). The Erasmus+ Committee consists of the President, the Vice President, and the Director of International Relations/ Institution Erasmus Coordinator.

Courses, academic recognition certificates, and learning agreements

ARTICLE 9.

(Senate Resolution dated 12.08.2026, no.09) For placed students, the course program to be taken at the hosting university is determined by the Department/ GSDM Erasmus+ Coordinator, the students' thesis and/or academic advisors, and the Head of Department/ GSDM, within the scope of the provisions set forth in the Atılım University Directive on the Recognition of Prior Learning, Exemption, and Course Adaptation Procedures. The curriculum is included in the Learning Agreement and signed by the relevant student, the Department/ GSDM Erasmus+ Coordinator, and the Department/ GSDM Erasmus+ Coordinator of the hosting university. 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, Head of Department/ GSDM and the Dean/ Director of School/ Graduate School, the Certificate is submitted to the University Erasmus+ Coordinator. Erasmus+ participants must take courses adding up to 30 ECTS per semester. For justified reasons, the course load may be minimum 20 ECTS. For undergraduate students, total credits to be recognized at Atılım University may not exceed the credit limits specified in the provisions of the relevant regulations on course load. The procedures for counting or granting exemptions for courses taken abroad in place of curriculum courses required at Atılım University are executed in accordance with the provisions of the Atılım University Directive on the Recognition of Prior Learning, Exemption, and Academic Placement. Before students complete the first semester at the host university, they are obligated to notify the Department/ GSDM Erasmus+ Coordinator of all the changes made to their course program, and have these changes approved through the Learning Agreement and the Academic Recognition Certificate.

SECTION FOUR

Admission, Agreement and Grants, Course Recognition, Tuition Fees

Application and admission process

ARTICLE 10.

Correspondence with the university abroad is undertaken 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 hosting university online, students undertake necessary procedures within the knowledge of University and Department Erasmus+ Coordinators. However, if documents are to be submitted as hard copies, the University Erasmus+ Coordinator sends the documents to the Erasmus+ Office of hosting universities by post. 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 dormitory management office to reserve their right to stay at dormitories. The continuation, temporary withdrawal, or permanent withdrawal of a scholarship during the mobility period is at the discretion of the relevant 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 recognition transactions

ARTICLE 13.

(Senate Resolution dated 12.08.2026, no.09) For students participating in the Erasmus+ exchange program, course registration and add-drop procedures are executed as per the principles of the Handbook for Higher Education Institutions by the Turkish National Agency for each agreement period, and as outlined in the Learning Agreement and the Academic Recognition Document, which form part of the learning mobility activity of the student. Furthermore, course grades are reported and recorded on the student's transcript in compliance with the procedures and timeframes specified in the handbook.

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 university apply to relevant Department/ GSDM with the transcript issued by the hosting university for course recognition transactions and submit a copy of document to the DIR. If the document is sent to the DIR by hosting university, the DIR sends the document to Department Erasmus+ Coordinator for the initiation of process. Course credit transfers are executed in accordance with the provisions of the Atılım University Directive on the Recognition of Prior Learning, Exemption, and Academic Placement Procedures, based on a decision by the Department/ GSDM Executive Board following the recommendation of the relevant Department/ Department Major Erasmus+ Coordinator, the thesis and/ or academic advisor, and the Head of Department/ GSDM. All courses in the transcripts are evaluated by relevant committees based on Academic Recognition Certificate. The 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 Directorate of Student Affairs. These procedures must be completed before 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 of availability at Atılım University. If the failed course is an elective course, the student may take another elective course in the curriculum of the relevant department of registration.

The Presidency decides regarding the scholarship status of outgoing Erasmus+ students who are granted achievement scholarship and fail any courses at their hosting university. For

exchange students participating in the learning mobility program abroad, any courses, whether included in the Learning Agreement signed prior to the mobility or added to the “Course Changes” section of the Learning Agreement during the mobility, which do not appear on the transcript sent by the hosting higher education institution upon the student’s return shall be deemed to have been failed.

A copy of current Transcript of Records is sent to the relevant department and the University Erasmus+ Coordinator after recognized courses are logged accordingly. If, upon review by the University Erasmus+ Coordination Office, it is determined that courses have been logged without regard to their titles, course codes, and ECTS credits from the host institution, the relevant departments will be requested through the President to make the necessary corrections.

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

Applying 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 website and send the form and other necessary documents to the DIR before the application deadline.

Course selection and the learning agreement

ARTICLE 16.

(Senate Resolution dated 12.08.2026, no.09) Incoming students consult the “Course Catalogue” available on the Atılım University website to select the courses they will take at the university and specify these courses in the Learning Agreement included in their application documents. In case the courses are not offered, the courses indicated on the application form may be subject to change. After the changes, the second page of the Learning Agreement is to be edited and submitted to Department and University Erasmus+ Coordinators for signature. Department/GSDM Erasmus+ Coordinators assist the incoming exchange students with course selection and approve 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, the academic calendar, and the orientation program are included in the

information notes. The DIR advises 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 organizes various social and cultural events, university orientation sessions, trips and so forth. Department/ GSDM Erasmus+ coordinators function 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

Transactions for exchange students completing their exchange period

ARTICLE 20.

(Senate Resolution dated 12.08.2026, no.09) E-mail addresses of exchange students who have completed their study period at Atılım University are deactivated, and their official transcripts and the Certificate of Participation indicating the period of study are sent by the DIR to the Directorates of International Relations of their own universities.

Student internship (placement) mobility

ARTICLE 21.

(Senate Resolution dated 12.08.2026, no.09) The Application Criteria for the Erasmus+ Student Internship Mobility Program are the same as those for the student mobility program. Application procedures, selection requirements, documents used in the selection process, minimum requirements, selection criteria, and grant amounts for Erasmus+ Student Internship Mobility are determined based on the Handbook for Higher Education Institutions by the Turkish National Agency for the relevant project period and are administered by the Erasmus+ Committee.

Period of internship ranges between 2 and 12 months and is different at each educational level. Internship activities may be undertaken during any year of the study program. Additionally, students in the final year of their study programs may participate in internship activities within 12 months of graduation. However, students must apply for internship before their graduation while they are still a registered student (in any associate, undergraduate, graduate, or doctorate degree program), if they intend to perform their internship studies after graduation. Graduated students may not apply. Internship mobility must be completed within 12 months following their date of graduation. For new graduates called up for military service during this period, the duration of their military service is added to this 12-month maximum limit. The sum of mobility periods for internship after graduation and mobility before graduation at the same level may not exceed 12 months.

Students must obtain the approval of the relevant Department/ GSDM for the internship subject field, the duration, and other relevant details. Applications are made within the framework of the principles established by the University Erasmus+ Committee, as per the criteria set for the relevant year and announced before the commencement of the application period. A grant agreement is signed between Atılım University and the student before the student's departure. With this agreement, the students' 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 the Letter of Invitation, the Training Agreement, the Academic Recognition Certificate, the Certificate of Participation, the Academic Evaluation Certificate, and the Internship Report. Upon completion of internship, the returned students must apply to relevant Department/ GSDM with these documents. 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 Directorate of IR. The internship is counted toward the program by the decision of the School/ Graduate School Executive Board by consideration of the Academic Recognition Certificate through recommendation of the relevant Department/ GSDM Erasmus+ coordinator and the Head of Department/ GSDM. 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 have undertaken internship studies abroad. For this reason, a copy of the Academic Recognition Certificate of returning students is submitted to the Department Bologna Process Coordinator who is responsible for the Diploma Supplement and the information is logged accordingly.

Staff mobility (Teaching and training mobility)

ARTICLE 22.

(Senate Resolution dated 12.08.2026, no.09) Staff mobility entails two mobility program types: teaching and training mobility. Application procedures, selection requirements, documents used in the selection process, minimum requirements, selection criteria, and grant amounts for the Erasmus+ Staff Mobility Program are determined based on the Handbook for Higher Education Institutions by the Turkish National Agency for the relevant project period and are administered by the Erasmus+ Committee.

The teaching mobility program entails the following eligibility criteria:

- a) The applicant must be a full-time faculty member at Atılım University;
- b) There must be an inter-institution agreement between the hosting higher education institution abroad and Atılım University;
- c) There must be a “Teaching Program” in place which has been approved by Atılım University and the host university;
- ç) The applicant must meet the minimum teaching hour requirement established for the relevant year at the university abroad.

The following criteria are required for participation in the staff training mobility program:

- a) The applicant must be a full-time faculty member or administrative staff working at Atılım University;
- b) There must be an inter-institution agreement between the hosting higher education institution abroad and Atılım University;
- c) There must be a “Working Plan” in place which has been approved by Atılım University and the host university;
- ç) **(Senate Resolution dated 12.08.2026, no.09)** Applicants must meet the minimum mobility duration specified for that year. There must be an inter-institution agreement between the company and Atılım University, if the staff training mobility is to be conducted at a company abroad.

Applications are made within the framework of the principles established by the University Erasmus+ Committee, according to the criteria set for the concerned year and announced before the commencement of the application period.

The admitted staff must obtain the permission of the relevant Head of Department, as well as the Presidency, for the period of stay abroad.

A grant agreement is signed between Atılım University and relevant staff before their departure. With this agreement, their 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, their travel documents, and their Certificate of Participation to the DIR.

SECTION SEVEN

Other Exchange Programs - Entry into Force - Execution

Other Exchange Programs

ARTICLE 23.

The departments and persons of whom 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 as per Senate Resolution dated 13.09.2013 no. 06, and amended with Senate Resolution dated 20.03.2015 no. 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 Atılım University.