

(Senate Resolution date 05.02.2019 and number 02)

## **ATILIM UNIVERSITY ERASMUS+ AND OTHER EXCHANGE PROGRAMS DIRECTIVE**

### **FIRST CHAPTER**

#### **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, and the responsibilities and authorities of the related units and persons.

##### **Basis**

###### **ARTICLE 3.**

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

##### **Definitions**

###### **ARTICLE 4.**

- A) EABD: Graduate School Department
- B) President: President of Atılım University
- C) DIR: Directorate of International Relations

### **SECOND CHAPTER**

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

###### **ARTICLE 5-**

###### **a) 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 transfer this authority to Erasmus+ Coordinator.

###### **b) University Erasmus+ Committee**

The Committee consists of University Erasmus+ Coordinator, Directorate of International Relations and President. It takes decisions regarding Erasmus+ Program, coordinates and supervises the implementation of the program, selects and places students. Program calendar is determined by the committee, as well.

###### **c) Department Erasmus+ Coordinator**

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 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 who return to the University from study abroad regarding the exemption of courses taken in exchange program. They also advise international students who register in Atılım University with Erasmus+ about course selection procedures.

**d) Graduate School Department Erasmus+ Coordinator**

Graduate School Department Erasmus+ Coordinators are appointed among the instructors by relevant department. Department Erasmus+ Coordinator is also Grad. Sch. Erasmus+ Coordinator in graduate programs. In addition, Erasmus+ Coordinators of interdisciplinary programs are appointed by among the instructors by relevant graduate department. Grad. Sch. Department 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 who return to the University from study abroad regarding the exemption of courses taken in exchange program. They also advise international students who register in Atılım University with Erasmus+ about course selection procedures.

**d) Directorate of International Relations (DIR)**

Reporting directly to the President's Office, the Directorate of International Relations (DIR) executes administrative affairs of exchange students in line with the decisions of Erasmus+ Committee and register in Atılım University within the scope of Erasmus+. The Directorate promotes the Program at the University and prepares promotion materials, corresponds with relevant contracted universities, keeps agreements up-to-date, coordinates with relevant coordinators, Directorate of Student Affairs and ESN-Atılım. Coordinators who start or complete their term of duty are notified to relevant academic units and the DIR.

### **THIRD CHAPTER**

#### **Outgoing Exchange Students**

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

##### **Terms of Application**

##### **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 degrees (the first, second or third degrees) (First degree: Associate, undergraduate degrees, second degree: master degree, third degree: PhD, medical education).
- 2) a-) The CGPA of the students in the first level must be minimum 2.20/4.00.  
b-) 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. Click 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 benefited from Erasmus+ and Lifelong Learning Program (LLP) in current educational level before, total duration of the mobility cannot exceed 12 months along with the new mobility (Participation in programs within the scope of Mevlana, TUBITAK and Presidency for Turks Abroad and Related Communities is not included).

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

Students of Preparatory School and Scientific Preparation Program cannot apply to Erasmus+ Program.

Students in below listed stages of doctoral programs cannot benefit from Erasmus+ Program:

- a) In the last semester for doctoral qualifying exam for those who have not taken the exam yet
- b) In the last semester for thesis proposal defense
- c) Thesis and/or academic advisor and Grad. Sch. Department of thesis master's and doctoral students who have not taken seminar course or completed course load of the program in the last semester of the maximum period make a decision about the participation of such students in Erasmus+ Program. Undergraduate and graduate students who received a grant before within the scope of Erasmus+ Program can apply to the program without a grant for future mobilities.

### **Application procedures**

#### **ARTICLE 7.**

The DIR organizes promotional meetings about the program. Application information is announced in website and billboards of the Directorate. Applications are made online at [ic.atilim.edu.tr](http://ic.atilim.edu.tr). Student can select as much universities as determined by University Erasmus+ Committee. Department/Grad. Sch. Department Erasmus+ Coordinator and thesis and/or academic supervisors of students take into consideration curriculum, course structure and content, medium of instruction and ECTS credits of courses in selection process. 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.**

Students' Erasmus+ score consists of 50% of their CGPA and 50% of the result of Erasmus+ English Proficiency Exam held by the Department of Basic English each semester. Selection committee comprises of the President, Director of the DIR and University Erasmus+ Coordinator. Evaluation and placement results are announced in the website of the DIR. Academic achievement status of students to participate in Erasmus+ Program is reviewed again before relevant semester. If students do not meet minimum application criteria, their application is also reviewed again. Their right to participate in the program may be canceled.

## **Courses, Academic Recognition Certificate and Learning Agreement**

### **ARTICLE 9.**

Department/Grad. Sch. Erasmus+ Coordinator, thesis and/or academic advisors of students and Department/Grad. Sch. Department determine the curriculum to be taken within the scope of Erasmus+ Program. The curriculum is involved in Learning Agreement and signed by relevant student, Department/Grad. Sch. Department Erasmus+ Coordinator and 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+ 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 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/Grad. Sch. Department 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.

## **FOURTH CHAPTER**

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

#### **Application and admission**

##### **ARTICLE 10.**

Correspondence with the university abroad is carried out by Erasmus+ Coordinator. 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 carry out necessary procedures within the knowledge of University and Department Erasmus+ Coordinators. However, if documents are to be submitted as hard copy, University Erasmus+ coordinator sends the documents to Erasmus+ office of hosting university 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 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 recognition 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.

Learning Agreement, Academic Recognition Certificate and transcript issued by hosting university are the documents to be based for course recognition. Students completing their study at hosting university apply to relevant Department/Grad. Sch. Department 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. 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 in hosting university is equal to a compulsory course at Atılım University in 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 makes a decision regarding the scholarship status of Erasmus+ students who are granted achievement scholarship and failed a course at hosting university. The courses which are included in course changes page of the Learning Agreement but not included in the transcript issued by hosting university are accepted as failed courses.

A copy of current transcript is sent to relevant department and University Erasmus+ Coordinator after recognized courses are recorded. In the cases University Erasmus+ Coordinator's Office makes a material error while entering courses in the system (if courses are not recorded with their original name, code and ECTS credits), the Office warns relevant departments for necessary corrections through the 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. Accommodation, transportation, health insurance, and other private

expenses are the responsibility of students.

## **FIFTH CHAPTER**

### **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 Learning Agreement**

##### **ARTICLE 16.**

Incoming students refer to the Course Catalogue available in the website of Atılım University for course selection and indicate such courses in the Learning Application to be submitted along with application documents. In case the courses are not offered, the courses indicated on the application form may be subject to change. After the change, the second page of the Learning Agreement is to be edited and submitted to Department and University Erasmus+ Coordinators for signature. Department/Grad. Sch. Dep. 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, 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.

#### **Orientation Program**

##### **ARTICLE 19.**

An orientation program is organized for incoming exchange students by the DIR at the beginning of each semester. As part of this program, incoming students are given specific courses before relevant semester, seminars are held, and various social and cultural activities, university introduction meetings, and trips are conducted by the DIR and ESN Atılım. Department/Grad. Sch. Dep. Erasmus+ coordinators act as advisors for incoming exchange students in their adaptation to the department/program.

**CHAPTER 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.**

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 Relation of home universities.

**Student Internship 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 cannot apply. Internship mobility must be completed within 12 months following their date of graduation. The sum of mobility periods for internship after graduation and mobility before graduation from the same level cannot exceed 12 months.

Students must obtain the approval of the concerned Department/Grad. Sch. Dep. for the internship subject area, duration, and other related details. 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. 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, the returned students must apply to relevant Department/Grad. Sch. Dep with such documents. Students who have completed their internship period are obliged to submit original copies of Academic Recognition Certificate, Certificate of Participation and 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. 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 Academic Recognition Certificate of returning students is submitted to the Department Bologna Process Coordinator who is responsible for Diploma Supplement and the information is recorded in the system.

## **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:

- A) The applicant must be a full-time faculty member at Atılım University;
- B) There must be an inter-institution agreement between the host higher education institution abroad and Atılım University;

C) A teaching program, which has been approved by Atılım University and the host university must exist;

D) 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:

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 host higher education institution abroad and Atılım University;

C) A work program, which has been approved by Atılım University and the host university must exist;

D) 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 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 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.

## **CHAPTER SEVEN**

### **Other Exchange Programs - Entry into Force - 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 Atılım University.