

Erasmus and Other Exchange Programs Directives

BEZMIALEM VAKIF UNIVERSITY

ERASMUS and OTHER EXCHANGE PROGRAMS

FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1 - The aim of this regulation is to regulate the functioning of the activities of Bezmiâlem VAKIF University within the framework of Erasmus and other exchange programs.

Scope

ARTICLE 2 - Principles stated in the directive The process concerning the mobility of the student, academic and administrative staff participating in Erasmus and other exchange programs covers the duties and authorities of the relevant unit and persons.

Base

ARTICLE 3 - The principles laid down by the European Commission and set forth in the Erasmus University Charter, the conditions set forth in the Erasmus Implementation Manual by the European Union Center for Education and Youth Programs (National Agency), international agreements and relevant YÖK regulations,

it forms the VAKIF.

Definitions

ARTICLE 4 - In this regulation;

University: Bezmiâlem Vakif University

Rector: Rector of Bezmiâlem VAKIF University,

Senate: Bezmiâlem Vakif University Senate,

General Secretariat: Bezmiâlem VAKIF University General Secretariat of the University of Erasmus
Commission: Bezmiâlem VAKIF University Erasmus Commission, University Erasmus
Coordinator: Bezmiâlem VAKIF University Erasmus Coordinator of the Faculty Erasmus
Coordinator: Bezmiâlem VAKIF University Faculty Erasmus Coordinators, Graduate School of
Erasmus Coordinator: Bezmiâlem VAKIF University Institute of Erasmus Coordinators ,
Erasmus Coordinator of the Graduate School: Erasmus Coordinator of the Institute of
Education (EABD)

Bezmiâlem Vakif University, Foreign Affairs Department, Bezmiâlem Vakif University Foreign Languages Department, Erasmus Program: Bezmiâlem Vakif University, International Relations Office, International Relations Office, The book of the European Union Lifelong Learning Program regarding the higher education sub-program, the National Agency: Center for European Union Education and Youth Programs, Erasmus Implementation Manual: The National Agency prepared by the National Agency for each period of change and the principles of the Erasmus program, Erasmus University Charter (EÜB): The authorization document that informs that a higher education institution can participate in the Erasmus Program, the Erasmus Student Charter: ECTS: European Credit Transfer System, Student Contract: Bezmiâlem Vakif University and Erasmus student learning activity, signed between the selected student and the learning agreement, general provisions, other conditions and student final report a contract in which they are included,

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SECOND PART

Authorized Persons and Units

ARTICLE 5 - Authorized persons and units are:

a) University Erasmus Commission: It is composed of Faculty and Institute Erasmus Coordinators and International Relations Office (UIO) Coordinator under the chairmanship of University Erasmus Coordinator. University-wide

Erasmus and other exchange programs. Coordinates and controls the functioning of the exchange programs, making the selection and placement of the students. Decide on the process related.

b) University Erasmus Coordinator: The University Erasmus Coordinator is appointed by the Rector from among the teaching members. Erasmus and other exchange programs provide coordination throughout the University. Erasmus signs bilateral agreements, learning agreements, grant agreements between the University and the student / staff, and letters of acceptance of students from abroad to the University.

Together with the University's Erasmus Commission, it ensures that decisions about change are taken and carried out.

c) Faculty Erasmus Coordinator: The Faculty Erasmus Coordinator is appointed by the dean of the faculty from among the faculty members. Developments related to Erasmus and other exchange programs and the decisions taken are forwarded to the Faculty Erasmus coordinators. Coordination between faculty and Erasmus coordinators ensure that decisions are processed.

d) Erasmus Coordinator of the Institute: The Erasmus Coordinator of the Institute is appointed by the Director of the Institute from among the faculty members. The Institute sends Erasmus Coordinator, Erasmus and other exchange programs related developments and decisions to Erasmus Coordinators of the Graduate School. The Institute coordinates coordination among the coordinators of the Department and ensures that the decisions taken are processed.

e) Erasmus Coordinator of the Graduate School: Graduate Erasmus Coordinator of the Graduate School is appointed by the relevant EADS President among the lecturers. Unless otherwise stated, the faculty / department Erasmus Coordinator is also the EABD Erasmus Coordinator at the graduate programs.

Erasmus coordinators of the interdisciplinary programs are appointed by the EADD Presidency among the teaching members.

The Department Erasmus Coordinator introduces Erasmus and other exchange programs at EABD. We announce news about these programs. It helps the undergraduate students who want to benefit from exchange programs in university and course selection. The Rector's Office, Erasmus Coordinator of the Institute, is in charge of the selection of students who wish to participate in the exchange programs and the conduct of the departmental exchange agreements, in coordination with the UIO and the EAPD. The students who return from abroad carry out the procedures related to their adaptation to the courses of the courses they take during the change period. Erasmus and other exchange programs provide counseling to students from abroad on course selection and other academic issues.

f) Erasmus Coordinator of the Department: The Erasmus Coordinator of the Department is appointed by the Head of the Department among the faculty members. The Department Erasmus Coordinator introduces Erasmus and other exchange programs in the relevant department. We announce news about these programs. Students who want to benefit from the exchange programs are advised in university and course selection. The Rector's Office is responsible for the selection of the students who wish to participate in the exchange programs in coordination with the Faculty / Institute Erasmus Coordinator, the PfP and the Department Presidency and the execution and execution of the department agreements. The students who return from abroad carry out the procedures related to their adaptation to the courses of the courses they take during the change period. Erasmus and other exchange programs, as well as advising students from abroad on course selection and other academic issues.

g) Office of International Relations: The administrative offices of the students who are selected to go abroad in accordance with the decisions of the exchange students coming to the University and the Erasmus Commission of the University within the framework of the UIO, Erasmus and general bilateral agreements working within the Rectorate. Prepare materials for Erasmus and other exchange programs to be introduced in the University and carry out the procedures. Partnership

makes correspondence with established universities; prepare bilateral agreements, update and follow the signature process. Relevant coordinators work in collaboration with the Director of Student Affairs and the International Student Exchange Community. Changes to the appointed or terminated coordinators will be reported to the relevant academic units.

THIRD PART

Conditions and Admissions of Students Who Go Abroad in the Scope of Erasmus and Other Exchange Programs

Terms of application

ARTICLE 6 - a) Students who will apply for Erasmus and other exchange programs must provide at the time of application:

- 1) To have continued at least one semester of undergraduate or graduate programs,
 - 2) At least 2.50 / 4.00 for undergraduate students and at least 3.00 / 4.00 general grade for undergraduate students,
 - 3) If the courses to be taken within the scope of the program are given on a non-English level, it is necessary to know the relevant language adequately or to certify that the relevant language is being learned,
 - 4) To provide other application conditions that are deemed necessary if the program is registered or applied.
- b) Students of English Preparatory and Scientific Preparatory Program can not benefit from Erasmus and other exchange programs.
- c) One or two semesters of undergraduate students from exchange programs; while graduate students can take advantage of one semester.
- d) The Erasmus Program can only be used once during the course of study. Students who have previously benefited from the program once or applications are not evaluated.
- e) Completion of enrollment renewal of the year student to be enrolled,

Application procedures

ARTICLE 7 - a) Faculty / Department Erasmus Coordinators and UiO, Regular Promotion for Students

meetings to promote exchange programs within the institution and to promote participation in programs. Information about applications is announced on the website of the UiO and University and on student announcement panels.

- b) Application dates are also indicated in the academic calendar determined by the University Senate.
- c) Students may choose the number of universities to be determined by the University Erasmus Commission in their applications. When these preferences are determined, the course schedule, the structure and content of the courses, the language of instruction, the European Credit Transfer System (ECTS / ECTS) credits of the courses, effects;

The views of the thesis and / or academic advisors of the Faculty / Department / Department Erasmus Coordinator and the students are taken into consideration.

d) The student specifies the appropriate universities on the application form and the application form is approved by the Faculty / Department / EABD Erasmus Coordinator.

e) Documents required for application are submitted to the NDA within the announced application period.

f) In the event that the exchange programs conducted by the University Erasmus Commission have left vacant quotas for student placements, the Commission may designate a new application and evaluation schedule for vacant quotas.

Evaluation and placement

ARTICLE 8 - a) It is obligatory for the students who are accepted to take the English Proficiency Examination for the Exchange Programs to be arranged by the Foreign Language Department. English Proficiency Test base scores are determined by the Erasmus Commission.

b) The applicants are assessed taking into consideration the criteria set for that year and announced before the application process. Placements are made by the University Erasmus Commission; the universities that they prefer, the exchange quota of the universities concerned, the amount of grant allocated to the University, and the Faculty / Department / EABD

Taking into account the views of the Erasmus coordinators.

c) The results of the evaluation and placement will be announced on the websites of the NUO and University.

d) The student who is entitled to benefit from the exchange programs must meet the minimum conditions stated in Article 6 before the application period.

e) The academic status of the student can be re-examined prior to the termination of the course, and the status of the student who can not meet the minimum conditions can be reconsidered by the University Erasmus Commission and withdrawn from the program if necessary.

Lessons to take, learning agreement and matching form

ARTICLE 9 - a) Courses to be taken by the students to be placed in the counter institution are decided by Faculty / Department / EABD Erasmus Coordinator, thesis and / or academic advisors of the students and Faculty / Department / EADD Presidency.

b) The agreed curriculum is specified in three copies of the Learning Agreement and the agreement is signed by the student, the Faculty / Department / EACD Erasmus Coordinator and the University Erasmus Coordinator. One copy of the agreement is retained by the student, the institution to be visited and the UIO.

c) The courses to be taken abroad in the scope of exchange programs and the equivalents of these courses are stated in the Adaptation Form. This form is signed by the Faculty / Department / EADB President and the Faculty / Institute Erasmus Coordinator and delivered

by the student to the IOM. The Orientation Form is a complementary part of the Learning Agreement and the lessons the student has taken during the exchange program

d) The student is obliged to inform the Faculty / Department / EACD Erasmus Coordinator of any changes made in the curriculum before completing the relevant semester at the university and to prepare a new Learning Agreement and Adoption Form showing the changes he has accepted and to obtain all approvals for these documents before completing the exchange period. Changes to the course after completing the required approvals can not be guaranteed after the new courses have been returned from abroad.

Application and admission process to the university

ARTICLE 10 - a) The correspondence with the university to be attended is carried out by the UIO but it is the responsibility of the student to prepare the documents required by the university.

b) For the preparation of the documents, the UIO will provide the relevant student counseling service. Application documents will be forwarded to the relevant offices of the universities before the deadline for submission by the NSI.

c) It is the responsibility of the follower of travel and visa procedures.

Students' statutes in the University

ARTICLE 11 - a) The student petition to the faculty / department / EADB presidency to be deemed to be on leave within the scope of the relevant regulations for the period to be abroad within the scope of exchange programs. The time spent at the college in the framework of the exchange program is the maximum duration of study.

However, the student is not reduced during the maximum leave.

b) The student is obliged to fulfill his / her tuition fee responsibilities for the period in which he / she is granted leave of absence. Tuition fees are paid to the University on the dates specified in the academic calendar,

the institution will not pay any fees. However, all expenses such as housing, transport, personal expenses, nutrition, health insurance are the responsibility of the student.

c) Students who live in the residence apply to the administration of the country with a petition in order to reserve their rights. They do not make any payment for the period of stay.

d) Students continue to be paid scholarships to universities during the exchange period.

Informing the students about the status of the students in order to keep the scholarships they receive from outside the university is done by the student's request by the UIO to the relevant institutions providing the scholarship.

Payment of contracts and grants

ARTICLE 12 - a) A grant contract is signed between the student who is placed in a university under the Erasmus Program and the University before going abroad. With this contract it is certain that the student will participate in the Erasmus exchange program.

The first 80% of the grant will be paid in the amount determined for that year, after the student notifies the institution that the student will be replaced with a confirmation letter.

b) The student who completes and returns the Erasmus Program is obliged to submit to the UiO a signed Learning Agreement, a signed form, a time form confirming the period of stay in the university, and a report evaluating the exchange period, including the memorandum of the counter- . The remaining 20% of the grant is paid following the delivery of these documents to the UIA.

b) The grant for change shall be determined annually by the European Union Center for Education and Youth Programs (National Agency).

Adjustment procedures

ARTICLE 13 - a) The documents to be taken as basis in the accomodation process are the Learning Agreement, the Adaptation Form and the scorecard from the university.

b) Students who complete their education in the university and return to the university, apply to the relevant faculty / department / EADD presidency together with the original notes of the universities taken abroad for the adaptation procedures.

c) Course adjustments; the Faculty / Graduate School Administrative Board upon the recommendation of the relevant Faculty / Department / Department Erasmus Coordinator, thesis and / or academic advisor and Faculty / Department / EABD President.

d) After the course adaptation procedures are taken, the lessons taken in the opposite institution are processed in the student's note schedule of the Directorate of Student Affairs, and a copy of the grade sheet is sent to the UiO and the student's exchange file is completed.

SECTION FOUR

Erasmus and Other Exchange Programs Applicants to the University Conditions and Assesment Application to the University

ARTICLE 14 - The student who wants to come to the university within the scope of exchange programs must fill in the application form to be obtained from the UiO internet page or the international relations office of his / her university, and send it to the university before the deadline.

Course choice and learning agreement

ARTICLE 15 - a) The incoming student shall use the Course Catalog which can be accessed from the university web site for the selection of courses to be taken at the University,

specify lessons. If the courses are not opened, the courses listed in the application form can be changed.

b) Faculty / Department EABD Erasmus co-ordinators will assist in the course selection of Erasmus and other exchange programs and sign the application forms of the students.

c) Those who will come as Erasmus students are also obliged to prepare the Learning Agreement.

Submission of acceptance letter

ARTICLE 16 - a) After the application form and other required documents are received, the applicant is evaluated by the relevant Faculty / Department / EADC considering the exchange balance between the two universities (the ratio between the number of outgoing students) and the academic status of the student.

b) Students who are accepted by the relevant Faculty / Department will be sent letters of acceptance prepared by the NSI.

Informing and registering future students

ARTICLE 17 - a) Students shall be accompanied by a letter of acceptance together with visa procedures, academic calendar, orientation program and information notes about the University life.

b) The IUO completes the pre-registration procedures of the incoming students and advises on other administrative procedures within the University. It is the responsibility of the Directorate of Student Affairs to complete the final registration process, to prepare student ID cards, to the e-mail address to be used for course registration, and to the registration of the ciphers following the completion of the final registration procedures.

Orientation program for incoming students

ARTICLE 18 - An orientation program is organized by the PfP for the students at the beginning of each semester.

Various social and cultural activities within the orientation program, introduction of the university, The events are organized in cooperation with the UJO and the International Student Club. The Faculty / Department / EABD Erasmus coordinators also advise the students who come under Erasmus and other exchange programs on their compliance with the Program / Departments.

What to do about the students who have completed the university exchange

ARTICLE 19 - Students who have completed the university exchange program will be obliged to clear the library and dormitory records before returning to their countries. They deliver their student ID cards to the UIA. They take back the deposit they paid to the dormitories. The University e-mail accounts used by the students who complete these procedures are closed and the official gradebooks prepared by the Directorate of Student Affairs are sent to the international relations office of the relevant university by the UIO.

PART FIVE

Student Internship and Personnel Mobility, Evaluation, Placements, Contract and Grant Payments

Student Internship Mobility

Terms of application

ARTICLE 20 - a) The students who will apply for the Erasmus Internship Mobility program must fulfill their application at the time of application:

- 1) To have continued at least one semester of undergraduate or graduate programs,
 - 2) At least 2.50 / 4.00 for undergraduate students and at least 3.00 / 4.00 general grade for undergraduate students,
 - 3) To arrange the internship by the students /
 - 4) To provide other application conditions which are deemed necessary if the program is registered or applied,
 - 5) To have received an official certificate of acceptance from the institution / administration that they will do internship by the deadline,
- b) The topic of the internship, the approval of the relevant Faculty / Department / Institution / EABD Coordinators is taken.
- c) Students of the English Preparatory and Scientific Preparatory Program can not benefit from the Erasmus Internship Mobility and other exchange programs.
- d) The Erasmus Internship Mobility program can only be used once during the course of study. Applications of students who have already benefited from the program not evaluated.
- e) Erasmus Grant can not be given in case of having undergraduate / graduate / adept specialization students in Internship Mobility for less than 3 months or more than 1 year.

Application Procedures

ARTICLE 21 - a) Information about the applications will be announced on the internet pages of UIO and University and student announcement panels.

- b) Application dates are specified in the academic calendar determined by the University Senate.
- c) The student acceptance letter is stated in the application form of the institution / operation they are receiving and the necessary forms are approved by the Faculty / Department / Institution / EABD Erasmus Coordinator.
- d) Documents required for application are delivered to UIO within the announced application period.

Assessment and placement

ARTICLE 22 - a) It is obligatory for the students who are accepted as applicants to take the English Proficiency Examination for Exchange Programs to be organized by the Foreign Language Department. English Proficiency Test base scores are determined by the Erasmus Commission.

b) The applicants must be informed about the criteria set out for that year

The University is assessed by the Erasmus Commission and placed there. Placements are made by the University Erasmus Commission; the total number of points awarded by the students according to the criteria announced in the application announcement, the institutions / businesses to be placed, the amount of grant allocated to the University and the opinion of the Faculty / Department / EABD Erasmus coordinators.

c) The results of the evaluation and placement will be announced on the websites of the NUO and University.

d) The student who is entitled to the benefits of the exchange programs must meet the minimum conditions stated in Article 20 before the application period.

e) The academic status of the student can be re-examined prior to the termination of the course, and the status of the student who can not meet the minimum conditions can be reconsidered by the University Erasmus Commission and withdrawn from the program if necessary.

Placement and Education Agreement

ARTICLE 23 - a) Placement Agreement for Internship Mobility is signed between the University and the student. Educational agreement The University is signed between the host institution and the student. The education agreement which includes information about the subjects such as student, work schedule, skills, competences, master teaching and recognition is signed with the Faculty / Department / EABD Erasmus Internship Mobility Coordinator and the host institution

they are ready.

b) The agreements are signed by the student, Faculty / Department / EABD Erasmus Coordinator and the University Erasmus Internship Coordinator. One copy of the agreement is retained by the student, the institution to be visited and the UIO.

Application and admission process to the institution / business to be attended

ARTICLE 24 - a) It is the responsibility of the student to obtain an official certificate of acceptance from the business / institution that the trainee will undertake, to prepare the documents requested by the institution / business, correspondence with the institution to be visited.

b) For the preparation of the documents, the UIO will provide the relevant student counseling service. The application documents are forwarded to the relevant offices of the counterpart / operator by the NSI before the deadline.

c) It is the responsibility of the follower of travel and visa procedures.

Students' statutes in the University

ARTICLE 25 - a) The student applies to the faculty / department / EADB presidency with a petition to be deemed to be on leave within the scope of the related regulations for the period to be abroad within the scope of the exchange programs. The period of time spent in the exchange program / framework during the exchange program is the maximum duration

It is included. However, the student is not reduced during the maximum leave.

b) The student is obliged to fulfill his / her duties responsibilities for the period in which he / she is accepted. Fees will be paid to the University on the dates specified in the academic calendar, and no tuition will be paid to the institution. However, all expenses such as housing, transport, personal expenses, nutrition, health insurance are the responsibility of the student.

c) Students who live in the residence apply to the administration of the country with a petition in order to reserve their rights. They do not make any payment for the period of stay.

d) Students continue to be paid scholarships to universities during the exchange period.

Informing the students about the status of the students in order to keep the scholarships they receive from outside the university is done by the student's request by the UIO to the relevant institutions providing the scholarship.

Payment of contracts and grants

ARTICLE 26 - a) A grant contract is signed between the student and the university placed in an institution / operation under the Erasmus Internship Mobility before going abroad. With this contract it is certain that the student will participate in the Erasmus exchange program. The first 80% of the grant will be paid in the amount determined for that year, following the notification of the confirmation letter to the institution / operator that the student will change.

b) The student who completes the Erasmus Program and is returning, is obliged to submit the internship certificate which has been officially approved by the counterpart institution / business, the participation certificate certifying the period of stay in the counterpart institution / operation, the report which evaluates the Erasmus and the change period together with the return petition. . The remaining 20% of the grant is paid following the delivery of the relevant documents to the UIA.

c) The grant for change is determined annually by the European Union Center for Education and Youth Programs (National Agency).

Adjustment procedures

ARTICLE 27 - a) Documents to be taken as basis in the adaptation process; Internship student's participation certificate, if it is compulsory officially approved internship book-report, Placement Agreement, Education Agreement.

b) Students who have completed their internship / business internship and come back, apply to the related faculties / departments / EABD presidency together with relevant documents taken from universities abroad for adjustment procedures.

c) Internship adjustments; the Faculty / Graduate School Administrative Board upon the recommendation of the relevant Faculty / Department / Department Erasmus Coordinator, thesis and / or academic advisor and Faculty / Department / EABD President.

d) After the application of the accreditation process, the internship in the other institution is handled in the student's graduation chart of the Directorate of Student Affairs, and a copy of the gradebook is sent to the UiO and the student's exchange file is completed.

Staff Mobility

Application Requirements

ARTICLE 28 - Two Types of Personnel Mobility: Teaching and Personnel Training Mobility:

a) To take advantage of lecture mobility:

1) To be a teaching staff at the university,

2) If the mobility is going to be realized between a higher education institution and the university abroad,

3) In response to a call for proposals sent to faculty / departments by UIO and all academic staff are announced via e-mail,

4) Having a "teaching program" accepted by the institution hosted by the university,

5) The minimum number of hours for the year to be fulfilled at the university,

must.

b) To benefit from the mobility of staff training;

1) To be a teaching staff, manager or administrative staff in the university,

2) If the mobility is going to be realized between a higher education institution and the university abroad,

3) A response to the call for proposals sent to the faculty / departments and relevant administrative units by the UIO and announced to all academic / administrative staff via e-mail

not,

4) Having a "business plan" accepted by the institution hosted by the university,

5) The minimum period of mobility set for that year shall be ensured,
must.

Assessment and placement

ARTICLE 29 - a) The lecture activity applicants shall be evaluated and placed by the University Erasmus Commission taking into consideration the criteria announced before the application process and determined for that year.

b) The applicants for training activities shall be evaluated and placed by the UiO and the General Secretariat taking into account the opinion of the directorship of the unit in which the applicant is working and the criteria determined for that year by the UiO.

Payment of contracts and grants

ARTICLE 30 - a) The personnel assigned shall be obliged to obtain permission from the manager of the unit to which he / she is bound for the period abroad.

b) A grant contract is signed between the university staff and Erasmus program before going abroad. With this contract it is certain that the personnel will be admitted to the Personnel Mobility program. Following the completion of the documents that the personnel should deliver to the IOO prior to departure,

the first 80% is paid by the UiO in the amount determined for that year.

c) The remaining 20% of the personnel completing the period of mobility shall be paid upon receipt of the Activity Mobility Activity Report Form, the travel documents and the confirmation form of the activity to the NMS.

(4) The grant for change is determined annually by the European Union Center for Education and Youth Programs (National Agency).

Other Exchange Programs

ARTICLE 31 - The units and persons whose authorities and responsibilities are specified in this regulation are responsible for carrying out all transactions of incoming and outgoing students within the scope of exchange programs based on international bilateral agreements.

Non-Determined Courts

ARTICLE 32 - In accordance with the provisions of the "Erasmus Implementation Handbook" prepared for each academic year by the European Union Center for Education and Youth Programs (National Agency) within the framework of Bezmiâlem Vakif University Education and Examination Regulations, the transaction is made according to the decisions of the relevant Board of Directors.

PART SIX

Enforcement and Execution

Enforcement

ARTICLE 33 - "Bezmiâlem Vakif University Erasmus and Other Exchange Programs Directive" has been accepted by the meeting of the University Senate dated 16.03.2012, numbered 03.

Executive

ARTICLE 34 - This directive is executed by the Rector of Bezmiâlem VAKIF University.