

DOKUZ EYLÜL UNIVERSITY

European Union Education and Youth Programmes

Erasmus + Programme

Student Mobility Directive

It was accepted by Resolution No.415/9-10 of 20.08.2013 by our University's Senate and amended by Resolution No.469/09 of 24.01.2017.

Objective and Scope

Article 1- The objective of these Code of Practice, in the scope of Erasmus Student Exchange Program among European Union Education and Youth Programs, is to organize the issues concerning the students who come from universities included in the program and other higher education institutions to Dokuz Eylül University with the purpose of education and training and the students who go from Dokuz Eylül University to universities included in the program and other higher education institution with the purpose of education and training.

Definitions

Article 2- The terms in this Directive are as follow:

European Union Education and Youth Programs: European Union General Education Program,

Erasmus Program: the relevant program about higher education of European Union General Education Program,

University: Dokuz Eylül University,

Unit: Faculty, Institute, College,

International Office: Dokuz Eylül University /Erasmus International Office,

Institution Coordinator: Dokuz Eylül University/Institution's Erasmus Coordinator,

Unit's Coordinator: Dokuz Eylül University/Unit's Erasmus Coordinator,

Department's Coordinator: Dokuz Eylül University/Department's Erasmus Coordinator,

National Agency: European Union Education and Youth Program Center,

Senate: Dokuz Eylül University Senate,

Commission: the commission conducting selection process of students to benefit from Erasmus exchange,

Inter-institutional Agreement: the academic- administrative staff and student Exchange agreement signed between both the university units and the units of the universities under Erasmus Program.

Learning Agreement: the agreement indicating the courses and course credits taken by the exchange students and signed by both Universities' Erasmus Unit Coordinator and the student,

Learning Agreement for Traineeship: the traineeship agreement related to the work ship program during the traineeship process,

Letter of Verification: the official document indicating that students are entitled to Erasmus exchange with/without grant,

Student Grant Contract: the contract signed between the student and the University in order that student can benefit from the mobility with/without grant,

Erasmus Student Charter: the document given to the student taking part in Erasmus exchange program prior to their departure which indicates the rights and obligations of the student,

Board Decision: document given to student who will benefit from Erasmus exchange, including permit by the Academic Unit's Board, recognition of courses and approval of course changes,

Letter of Acceptance/Invitation: the document indicating the acceptance of the incoming Erasmus student by the University,

Confirmation of Stay: the document indicating the outgoing student's study/ traineeship period of the at the host University/Institution,

ECTS: European Credit Transfer System.

Transcript of Records: document including all courses which student has taken so far and is registered in, credits of these courses, latest success grades, weighted average grade,

Online Linguistic Support (OLS): Online linguistic support provided by European Commission for the students that will benefit from student mobility activities at higher education, exams which students are supposed to take and voluntary online language course support,

Online EU Survey: Online European Union Survey that students are required to fill out by using the Mobility Tool,

Section 1

OUTGOING STUDENT

Conditions of Benefiting from Exchange of University Units

Article 3- First of all, there must be a bilateral agreement between the institutions in order to exchange students in the scope of Erasmus student mobility. Original copy of the agreement is submitted to the International Office every year before the stated deadline.

General Conditions regarding students' benefiting from Erasmus Study and Traineeship Mobility

Article 4-

a) The student must be;

-a citizen of Turkish Republic and/or,

-a registered student in the University as well as being a citizen of other countries.

b) Students can study abroad in scope of the program for minimum 3 and maximum 12 months. The duration of the traineeship is minimum 2 and maximum 12 months. Students can benefit from Study and/or Traineeship Mobility for every section (bachelor, post graduate, doctorate) more than once with grant or without grant for 12 months. This process cannot be more than 12 months even if it is without grant.

c) The student must be registered to a formal education program for associate/bachelor/master/doctorate degrees. The students in foreign language preparation class, vertical transfer preparation program, adaptation program and post-graduate scientific preparation cannot benefit from Erasmus program. (Preparation class is not acknowledged as first year.)

ç) Associate/bachelor/master/doctorate degree 1st year students apply for Erasmus program with their grade point average on their transcripts of fall semester.

d) Associate and Bachelor degree students who apply for the program must have a grade point average of minimum 2.20 in 4-point grading system, master and doctorate degree students must have a grade point average of minimum 2.50 in 4-point grading system. In the units where 100-point grading system is used, it is determined whether the minimum grade point average is reached by using Grade Point Conversion table prepared by Higher Education Council.

e) Students complete their membership and apply in online application system on website of DEU International Office by activating their name.surname@ogr.deu.edu.tr e-mail addresses, according to the criteria determined by the University and the National Agency. (Disciplinary punishment and retaking a failed course are not obstacles for the students to apply.)

f) The student choose between the universities, which he/she will go, within the scope of inter-institutional agreements.

g) Starting from 2017-2018 academic year, students applying for Erasmus+ study and traineeship mobility are obliged to participate in the foreign language exam held by Dokuz Eylül University School of Foreign Languages in the related Erasmus+ application period. Documents of foreign languages in which no exams are held within DEU will be taken into evaluation separately. Minimum passing score that the applicant student should get in the foreign language exam is determined and announced by the commission every year. In Erasmus applications made before 2017-2018 academic year, students can also submit a language proficiency document in the language of their preferred institution, which they received within 2 years before the application period and of which equivalence is recognized by OSYM.

h) In study mobility, the students are obliged to have at least 30 ECTS for a semester and 60 ECTS for an academic year. Upper limit of credits are determined as the upper limits stated in Code of Practice of the Relevant Units.

i) Erasmus score is made up of 50% of cumulative grade point average and 50% of foreign language exam score. While calculating the Erasmus Scores, 10 points will be added for the students who can certify their special condition (disability) with a health report. 10 points will be added also for the students who can certify that they are children of martyrs and veterans.

i) For students who participated in LLP (Lifelong Learning Program) or ERASMUS+ Study or Traineeship previously within their current study cycle, each activity participated (Study & Traineeship Mobility) is reflected as a 10-point deduction in the calculation of their ERASMUS+ scores. In case a student wants to apply for mobility in the country he/she is a citizen of, 10 points will be reduced from his/her Erasmus score.

j) In case a student applies for both Study and Traineeship Mobility at the same time, then 10 points will be reduced from his/her score in the type of mobility he/she will choose himself/herself. The student is asked to submit a petition form about the mobility type he/she chooses for Erasmus score reduction.

Evaluation of the Applications

Article 5-

a) Applications are evaluated by "Dokuz Eylül University Erasmus Student Exchange Selection and Evaluation Commission". This commission consists of following members:

- The Related Vice Rector,
- Institutional Coordinator,
- Head of Student Affairs

b) The commission takes the selection criteria determined by the National Agency every year into consideration while evaluating the applications. At the end of the evaluation, Erasmus score of the student is calculated and original (selected) and reserve (waiting) lists are compiled accordingly.

c) The evaluation results are announced on the website of International Office with, original (selected) and reserve (waiting) lists including the scores the applicant students receive.

Withdrawal of candidateship

Article 6-

- a) In case the original candidate cannot attend the exchange program (with reasons such as health, family, economic etc.) relevant units submit an official document which includes student's petition in appendix to the International Office until the date announced by the International Office. In this case, the first candidate on the waiting list has the right to benefit from the exchange program instead of the original candidate.
- b) The students selected to participate in Erasmus+ must acknowledge the International Office before the given deadline for withdrawal decisions if they decide so. In case they do not abide with this deadline, 10 points are reduced from their Erasmus scores in their following Erasmus+ application.

Functioning of Erasmus Program

Article 7-

- a) Dokuz Eylül University Erasmus Student Exchange Selection and Evaluation Commission is responsible for functioning of the program in the university.
- b) The Commission determines annual work program concerning planning and implementation of the program.
- c) The Commission determines the division of student exchange quota assigned by the National Agency into units/departments.
- d) The Commission determines the dates of foreign language exams which are organized for the students who want to benefit from exchange program and announces the dates on the website of International Office.

Study Mobility

Article 8-

a) Academic recognition and required documents

1) The University is obliged to provide **full recognition** for the semester spent abroad. Before student's departure, the equivalence of the semester to be spent abroad and, accordingly, compatibility of the course contents taken at the partner institution are controlled in order to provide recognition. In case the students succeed in the courses indicated in the Learning Agreement, the Units provide recognition process to be run automatically upon students' submitting the transcript received from the host institution to their own unit. The students do not contact with department directors and academic members in order to provide recognition of the courses.

2) Learning Agreement for Studies (LA):

If the students selected for the exchange program benefit from Study Mobility, **Learning Agreement for Studies (LA)** is signed. Before the Erasmus Study Mobility period starts, defined syllabus is confirmed in writing by means of signing Learning Agreement (LA). The host institution guarantees that it provides the courses written in the Learning Agreement, the students guarantee that they find the courses appropriate and follow them and the university guarantees that the courses taken are accepted and full recognition will be provided. The unit of student determines which courses taken abroad will be counted equivalent for the courses at own university. Students' courses in the Learning Agreement are determined by the Head of Department, Departmental Erasmus Coordinator of the student and relevant document is signed and sealed by the Head of Department, Departmental Erasmus Coordinator and the host institution. Changes in the Learning Agreement owing to various reasons are done in maximum 1 month following the start of the academic semester in the higher education institution which the students go to and approved again by the authorities of the unit which the students are registered to and the higher education institution which the students go to. The Unit's (Executive) Board is authorized for making decisions concerning the recognition of the courses taken without an approval.

3) Providing recognition for all credits which students take and succeed abroad : The number of credits the student succeeds abroad during Erasmus program is subtracted from the total credits the student needs to graduate. It is not expected that the course contents should be exactly the same in order to provide recognition, it is taken into consideration that the attainments offered at the partner university should be gained for the registered diploma program. It is important to match the courses in terms of content and learning outcomes. Because, being Erasmus partner with a university means that the coherence of the curriculum offered at the partner university is accepted. The full recognition condition in the Erasmus Higher Education Charter is applied.

4) In order to guarantee academic recognition, Unit's Board Decision is issued indicating the syllabus to be followed while abroad (courses written in Learning Agreement) is considered equivalent to which courses in the curriculum of the registered program before the student's departure. **The above mentioned decision is updated if there is any alteration in the syllabus to be followed.** Thus, the recognition is done automatically. The total ECTS of the courses succeeded during Erasmus semester are subtracted from the total credits the student needs to graduate. In students' transcript issued by the university, the courses student takes and succeeds while abroad appear with their original names, credits, codes and grades.

5) Board's Decision: Students consult to their Units to be given leave of absence while abroad during their Erasmus program. Students continue to pay the tuition which they are obliged to pay to their university during the time they spend abroad. The tuition is paid to the university on the dates determined in the academic calendar, the student do not pay anything to the institution they go to. However, the student are responsible for the expenditures such as accommodation, transportation, personal consumption, feeding, and health insurance. That the semester on which the student is given leave of absence is regarded as the time of the student's study period and the recognition of courses are clearly stated on the document. Within the frame of the program, students are also regarded as they are given leave of absence for their minor and double major education programs. This is stated in the Board's Decision as well.

b) Required documents for the Student Grant Contract

Every student signs a "Student Grant Contract" with the University before the mobility.

Required documents:

- . Letter of Acceptance / Invitation
- . Learning Agreement for Studies
- . Board's Decision
- . Transcript of Records
- . Drawing Euro Account
- . Visa
- . Health and travel insurance
- . A copy of Online Linguistic Support (OLS) exam result

c) **Required documents which the student must submit after they return:**

- . Confirmation of Stay
- . Original Passport and copy of the page on which in-and-out dates are stated
- . Transcript of the education semester spent abroad
- . Learning Agreement for Studies
- . Board's Decision – (If any courses were changed during mobility)
- . A copy of Online Linguistic Support (OLS) exam result
- . Online EU Survey

After the students finish their education abroad and return to the university, they are obliged to issue the required documents and submit them to the International Office. The rest of the grant is paid to students within 30 days after the submission of required document and fulfillment of required conditions. Student Affairs submit the transcript to the Head of Department for subtracting the number of credits the student succeeds while abroad during Erasmus program from the total credits the student needs to graduate and for conversion of the grades. The process of recognition of courses is made according to the Board's Decision taken in accordance with Article 8-a.4. In compensation for the courses the student fails, the student takes the courses determined by the Board of Directors. These courses are stated in the description section of the transcript and 'Diploma Supplement'. Units submit the final transcript which includes the recognized courses of the student to the International Office with an official letter. The host university is obliged to send the transcript in 5 weeks after education there.

Special Terms for Postgraduate students

Article 9-

- a) The students must succeed all their courses and seminars and submit their thesis proposal in order to start their thesis while abroad.
- b) The students can take the seminar/lectures on specialized field or approved equivalent at the university they go to
- c) It is not a problem if the students take the equivalents of the courses they have failed at their own universities.

Evaluation of Academic Standing

Article 10-

- a) Some universities abroad do not give AKTS/ECTS grades and use the inscription "PASS" instead. When students take courses which include this grading system, the inscription "PASS" is evaluated according to the course grades and academic success provisions stated in Education and Examination Code of Practice of the unit the students are registered to.
- b) Using the Minimum and maximum grades stated in the transcript of the host university visited within the scope of Erasmus, the grade conversion is formulated as following:

$$a = \frac{DEU_{max} - DEU_{min}}{HI_{max} - HI_{min}}$$

$$b = DEU_{max} - (a * HI_{max})$$

$$Dgrade = b + (a * SHP)$$

Here,

DEU_{max} = defines highest passing grade at Dokuz Eylul University (AA according to relative grade system, 100 in absolute system),

DEU_{min} = defines minimum passing grade at Dokuz Eylul University (DD according to relative grade system, minimum passing grade of exempted course in absolute grade system),

HI_{min} = defines minimum numeric passing grade at host institution

HI_{max} = defines maximum numeric passing grade at host institution

SHP = defines numeric grade which student receives at host institution

D_{grade} = defines equivalence of numeric grade at host institution to numeric grade at Dokuz Eylul University

If needed, the calculated converted grades are converted into letter grades, according to table 1 in 4-point grading system, according to Table 2 in 100-point grading system.

Table 1. Conversion Table in 4-point grading system

Grade Range	DEU Letter Grade
4,00-3,75	AA
3,74-3,25	BA
3,24-2,75	BB
2,74-2,25	CB
2,24-1,75	CC
1,74-1,25	DC
1,24-1,00	DD
0,99-0,25	FD
0,24-0,00	FF

Table 2. Conversion Table in 100-point grading system

Grade Range	DEU Letter Grade
4,00-3,75	AA
3,74-3,25	BA
3,24-2,75	BB
2,74-2,25	CB
2,24-1,75	CC
1,74-1,25	DC
1,24-1,00	DD
0,99-0,25	FD
0,24-0,00	FF

Process of Application to the Host University and Acceptance

Article 11-

a) Names of the Faculty/College students who get the right to join the mobility are submitted by Unit's/Department's Coordinators to the institutions they are emplaced. If the agreements are signed by the Institute with the institutions where the students of the Institute are emplaced, names of the students are submitted by the Unit's (Institute's) Coordinator; if above mentioned agreements are signed by the Faculty and enabled for the benefit of the Institute, the names are submitted by the Unit's/Department's Coordinators of the Faculties which sign the agreements, to the institutions where the students are emplaced. Issuing the documents required by the institutions where they are emplaced and following them are the students' responsibility.

b) Following the travelling and visa processes are students' responsibility. Student Affairs of the unit which the student is registered to issues the document which is necessary for the exemption of the student from the passport fee. **The Letter of Verification** which is required by Consulates and indicates the amount of grant the student gets is given by the Unit which the student is registered to.

Online Linguistic Support-OLS

Article 12-

- a) Online linguistic support organized by the European Commission for the students benefiting from this Student Exchange Program includes the exams the students have to take part in and optional online linguistic support.
- b) The students chosen for the Study or Traineeship Mobility take exams in language which they use during the mobility before the process and after this process. Both exams are obligatory.
- c) The e- mail addresses are regulated to the system by International Office to provide that they take these exams. The students have their exams and courses on internet via the website sent to their addresses.
- d) Exams taken before and after the mobility are for the purpose of observing the change in the language proficiency of the students during their mobility period. After students take exam before their mobility, they can attend voluntary courses in case they consider their proficiency level is insufficient or upon the recommendation of higher education institutions and their own will. In that case, exam and course languages should be the same as each other. Students whose result of obligatory language exam is B2 or over B2 can voluntarily benefit from online language course in language of the country of the host institution if they want to. The duration of language course is determined according to mobility duration. Course duration of the students whose mobility is for 2-6 months is also 2-6 months. Course duration of the students whose activity period is over 6 months is limited to 6 months.
- e) Duration of language course is determined according to activity period. Duration of courses is 2-6 months. Exams don't affect student's situation.

Traineeship Mobility

Article 13-

a) Traineeship Mobility Processes

1) Learning Agreement for Traineeship

In the traineeship mobility (considered equivalent as the learning agreement in study mobility), a personal training agreement is issued concerning the work program to be done during the placement period. Learning Agreement for Traineeship is a specific document which includes information about topics such as work program, skills, qualifications, learning outcomes, the relationship between the traineeship activity and diploma program of the student, regulations for qualified instructor and the academic recognition to be provided upon finishing the activity. Three copies of the agreements are issued and signed by the sending institution, the receiving institution and the student. The competences and qualifications stated in the Traineeship Agreement are defined in a way that they provide the competences and qualifications in the program that the student continues and the learning outcomes gained as a result of the traineeship mobility are associated with the fundamental qualifications of the program.

2) Students' work programs in the Learning Agreement for Traineeship are approved by students' advisors and Departmental Coordinator. The approved program is submitted to the International Office upon the proposal of the Board of Department and the approval of the Unit's Board of Management.

3) The students who complete all the processes to join the Work Placement Mobility are given Board Decision by the unit.

4) The student can make this mobility in 12 month after graduation on condition that the student has this right during bachelor.

5) The traineeship of the graduated student will be recognized with the certificate given by International Office. The recognition can be completed with the Europass.

b) Recognition: The period of time which the students spend abroad is fully recognized by their home institution. The traineeship period in the scope of student's curriculum is fully recognized by his/her home institution and preferably by using ECTS credits. When the traineeship is not a part of the curriculum, the University recognizes the traineeship activity by recording the traineeship activity into the Diploma Supplement. When the traineeship is a part of student's curriculum, Erasmus Traineeship is carried out in a sector that is relevant to the student's educational field. In order to guarantee academic recognition, the Board's Decision of department/faculty/institute is made concerning how the student would be recognized in scope of the training activity program which the student will join before the student's departure. Therefore, the recognition is systematically verified. The credit that the student takes for the traineeship is processed in the student's transcript by the relevant unit. When the traineeship is not compulsory in the student's curriculum that the student has and/or it is not given credits, the traineeship is stated in the Diploma Supplement.

c) Every student signs a "Student Grant Contract" with the University before the mobility.

Required documents for the Student Grant Contract:

- . Letter of Acceptance / Invitation
- . Learning Agreement for Traineeship
- . Board's Decision
- . Transcript of Records in English
- . Drawing Euro Account
- . Visa
- .Health and travel insurance
- .Liability Insurance
- . Personal accident insurance
- . A copy of Online Linguistic Support (OLS) exam result

Students are given an "Erasmus Student Charter" before their departure from the university.

c) Required documents that the student must submit after they return

- . Confirmation of Stay
- . A document by the host institution which states the achievement of the training period

- . Learning Agreement for Traineeship (completed)
- . Original Passport and copy of the page on which in-and-out dates are stated
- . A copy of Online Linguistic Support (OLS) exam result
- . Online EU Survey

After the students finish their education abroad and return to the university, they are obliged to issue the relevant documents and submit them to the International Office. The rest of the grant is paid in 30 days after submission and confirmation of the required documents.

Grants in Study and Traineeship Mobility

Article 14-

- a)** Grants are not for covering all the expenditures for the time spent abroad. During the activity period abroad, students are given Erasmus grants to help their additional expenditures caused from living abroad. However, students can renounce from receiving the grant.
- b)** Students' activity durations and grants are calculated approximately before the activity starts. Exact durations and grants are recalculated after the activity is completed. In the planning done before the activity starts, durations and grants are decided beforehand and maximally according to the information or documents, such as the academic calendar of the receiving institution, durations in the students' Letters of Acceptance, experiences from the activities carried out in previous years. When the activities are completed, student's total grant is recalculated by taking actual activity duration and student's rating of fulfilling his/her responsibilities into account. The actual activity duration is calculated in regard to start-end dates on the confirmation of stay and in-and-out dates on the passport. The shortest time intervals on both documents are taken into consideration.
- c)** It is essential to give grant to the students in regard to their activity durations. However, when the students chosen for the first semester want to extend their activities for the second semester as well and there is no grant for the extension, the students are allowed to stay for the second semester without a grant given on condition that the university consents to that and all Erasmus rules are applied. In addition to that, when the university has enough grant in its budget for the relevant activity, activity period is extended with a grant. If the budget is not enough for covering extensions of all students who applied to extend their periods, the students to be given grant are determined based on their success in the first choosing and in accordance with the principle of transparency.
- d)** The grants given to the students are composed of European Commission and –in the event- Turkish Republic contribution. Institution can also give grant to the students they send abroad from their own funds.
- e)** Student exchange grant is given through the university, without being subjected to any cut such as tax, social security and/or other social expenses, executive, administration or registration fee (except the transfer fee).
- f)** In cases such as student's quitting the education abroad for any reason, not completing the studies (except for compelling reasons) or not succeeding within the frame of criteria determined by National Agency, the University can claim that the student should pay either a part or the whole of the grant paid to him/her back.

g) Students who completed their activity period and didn't submit the required documents to International Office during return processes within 2 months don't receive the rest of the grant.

h) Besides application form, a copy of health report (received within 3 months) of the students with physical, mental or special condition regarding to health indicating the level of disability or disability card is added, in order to be able to give additional grant to the (disadvantaged) student. Commitment of host institution regarding that they are aware the special condition of student/staff and they have the appropriate equipment is also added.

i) Applications must include information about other financial support that students/staff are holding and why they are not sufficient to spend a mobility period abroad. At the end of the activity, all the bills regarding the use of additional grants must be provided and kept in the participant's folder to be presented in case of any possible audit.

Section 2

INCOMING STUDENT

Terms of Benefiting from Exchange for Incoming Students

Article 15- For Incoming Student in scope of Study Mobility;

First of all there must be a bilateral agreement signed between the Unit that the student will get education and their own University in order to come to the University in scope of Erasmus Student Exchange. The student can take courses from different Units of the University on condition that the student take the courses from the Unit with the bilateral agreement in amount of 2/3 ECTS over the total course load he/she would take in the University, however an approval of the other Unit/Units is necessary. All studentship processes of the student are run by the student affairs of the Unit with the bilateral agreement.

Application Process of the Incoming Students

Article 16-

- a)** The International Office is informed by an e-mail by the incoming student's own University that the student is going to get education or have a traineeship at the University in scope of student exchange. In case this information is sent to University Units and/or Unit Coordinators, then Units give the necessary information to the International Office.
- b)** Incoming students' individual applications are not issued. The student is informed by the Units/International Office about the necessity of an official document's being submitted to the International Office by the student's University, indicating that the student is an Erasmus Student.

c) Required documents for the application

Incoming student completes the Application Process and uploads Required Application Documents to online system on the website of International Office until the deadline announced before.

Documents required to be uploaded are;

- .1 Photograph
- .Learning Agreement (issued by the incoming student in scope of Study Mobility)
- .Teaching Assignment (issued by the incoming student in scope of Work Placement Mobility)
- .Transcript of records in English from the student's University
- .Copy of the Passport
- .A language certificate which has the language level declared in inter- institutional agreements.

c) Contact details of the relevant Unit Coordinator are given to the incoming student by the International Office.

d) The application documents transferred to the International Office are controlled and then sent to the related Units. In case there is a deficient in the documents International Office contacts with the student and advise them to complete the documents.

Choosing the courses for incoming students and learning agreement

Article 17-

a) Learning Agreement:

A Learning Agreement is issued in scope of Study Mobility indicating the courses which the incoming students will take at the University during the Erasmus period. Student's courses on the Learning Agreement are detected by student's Unit/Department's Erasmus Coordinator and relevant document is signed by the student, Department's Erasmus Coordinator and student's University. Herewith the host institution guarantees that it provides the courses written in the Learning Agreement, the students guarantee that they find the courses appropriate and follow them and the university guarantees that the courses taken are accepted.

- b) A copy of the Learning Agreement signed by Coordinator of Unit/Department is to sent to the student before the mobility starts.
- c) In case the student wants to take courses from outside the Unit with the bilateral agreement in scope of the Study Mobility, this request is reported to Unit Coordinator and International Office. The student fills the "Inter-units Learning Agreement for Incoming Students" for the course to be taken from other Units. This agreement is signed by the Unit the student is registered at as an exchange student, the Unit the student wants to take courses at and the student. This "Inter-units Learning Agreement for Incoming Students" is submitted to the host unit by the secondary unit where student will take courses from in order to make sure that the student's course registration is completed within 30 days following the beginning of the classes.
- d) In case there are alterations after the semester starts, the Learning Agreement is renewed and the final version of the agreement is sent to International Office by the relevant Unit. The changes have to be completed in 30 days after the semester begins.

Acceptance of the Incoming Students' applications

Article 18-

a) Letter of Acceptance/ Invitation:

A Letter of Acceptance/Invitation issued by the relevant Unit/Department Coordinator is sent to the Incoming Students whose applications are accepted via e-mail and post if needed. On the Letter of Acceptance/Invitation; student's name and surname, date of birth, home country and at which unit and between which dates they will be an Erasmus Student are indicated. Above mentioned document is issued on letterhead with signature and seal on it.

- b) A list of names and related documents of the Incoming Students whose applications are accepted is submitted to the International Office by Department/Unit Coordinator. The students who are on the list are informed by the International Office about academic calendar, visa procedure, adaptation (orientation) program, accommodation and mentor-buddy system. Informing about the academic issues and academic operations are held by Unit/Department Coordinator.

Orientation Program for Incoming Students

Article 19-

- a) An Orientation Program is organized by the International Office before every academic semester for the Incoming students.
- b) In scope of Adaptation Program the Incoming Students are informed about current issues (Residence Permit, Phone card, Student ID Card, Transportation etc.), Turkey, Turkish Culture, İzmir and International Student Club; Campus visits are made in order to complete deficient student procedures and various social and cultural activities are organized.
- c) During Campus visits, the students can visit the Unit they will get education at. Unit visits' organization is held by the Unit and the coordination is held by Coordinator. Within the frame of Orientation Program; the Unit welcomes the students on the date designated for the visit, introduces them to Unit/Department Coordinators, informs them about Unit and academic issues and complete the registration procedures of the students.

Student ID card and Registration Procedures of Incoming Students

Article 20-

- a) International Office submits the list of incoming students and their information to the related Student Affairs Office and the related units in generate student numbers and complete the registration of incoming students.
- b) The related Student Affairs Office complete students' registration and generate a student number for each student and submit them to International Office.
- c) International Office submit list of students with information, numbers and photograph to Head Office of Students Affairs to be printed.
- d) Cards are delivered to students in orientation program.

Procedures to be completed by Incoming Students before leaving

Article 21-

- a) Incoming Students submit the discharge document from the Library.
- b) Confirmation of Stay is given by the International Office to the Incoming Students after their submitting the Student ID Card.
- c) Transcript is prepared for the Incoming Student who comes in scope of the Study Mobility by the relevant Unit's Student Affairs. A copy of the above mentioned document is also sent to the student via e-mail and post by the International Office.

ç) Certificate of Achievement is given to the Incoming Student who comes in scope of the Study Mobility by the relevant Unit's Coordinator. A copy of the mentioned document is also sent to the International Office.

d) The information of discharge of the student who completed the mobility is entered to the system by relevant Unit's Student Affairs.

In cases not mentioned in legal provisions:

Article 22- In situations for which there are no resolutions in this Directive, the action is taken by Register's Office and International Office according to the provisions in "Dokuz Eylül University Education and Examination Regulation for Associate and Bachelor Degree", "Dokuz Eylül University Education and Training Regulation for Postgraduate Degree" and "Erasmus+ Key Action 1: Learning Mobility of Individuals, Guidebook for Higher Education Institutions for Study Mobility, Student and Staff Mobility between Programme Countries" which is issued by European Union Education and Youth Programs Center for every academic year and the Erasmus+ Guidebook published by European Commission.

Enforcement

Article 23- "European Union Education and Youth Programmes Lifelong Learning-Erasmus+ Programme Student Directive" which was accepted with Senate's resolution No.415/9-10 of 20.08.2013 and amended with Senate's resolution No.436/04 of 03.02.2015, was abolished. This Directive has been in force since the date Dokuz Eylül University Senate accepted it.

Execution

Article 24- This Directive is executed by Dokuz Eylül University Rector.