DOKUZ EYLÜL UNIVERSITY

DIRECTIVE ON STUDENT MOBILITY

Under the European Union Education and Youth Programmes: Erasmus+ KA130 Consortia, KA131 Student Mobility, Blended Intensive Programme (BIP) Student Mobility and KA171 Student Mobility Programmes

Adopted by Senate Decision No. 326/18 dated 28 August 2007; amended by decisions dated 20 August 2013 (No. 415/9-10), 24 January 2017 (No. 469/09), and 15 December 2025 (No. 719/02).

PURPOSE AND SCOPE

Article 1 – The purpose of this Directive is to regulate matters concerning students who will come to Dokuz Eylül University from universities and other higher education institutions participating in the programme for the purposes of study or traineeship, and students who will go from Dokuz Eylül University to universities and other higher education institutions participating in the programme for the purposes of study or traineeship, within the scope of Erasmus+ KA130 Consortia, KA131 Student Mobility, Blended Intensive Programme (BIP) Student Mobility and KA171 Student Mobility, which are among the European Union Education and Youth Programmes.

DEFINITIONS

Article 2 – For the purposes of this Directive:

ECTS (European Credit Transfer and Accumulation System): the European Credit Transfer and Accumulation System;

European Union Education and Youth Programmes: the European Union General Education Programme;

Academic Unit: a Faculty, Graduate School or School;

Academic Unit Coordinator: the Dokuz Eylül University Erasmus+ Academic Unit Coordinator;

Department Coordinator: the Dokuz Eylül University Erasmus+ Department Coordinator;

Online EU Survey: the European Union online survey (EU Survey) that students are required to complete through the Beneficiary Module;

Online Linguistic Support (OLS): the online language support system provided by the European Commission for students benefiting from higher education mobility activities, including the tests students are required to take before mobility and optional online language-course support;

Erasmus+ Student Verification Letter: the document indicating that a student has been selected and become eligible to participate in an Erasmus+ exchange, with or without a grant;

Erasmus+ Student Charter: the document provided to students participating in an Erasmus+ exchange before they leave the University, setting out their rights and obligations;

Erasmus+ Programme: the sub-programme of the European Union General Education Programme relating to higher education;

Letter of Acceptance/Invitation: the document indicating that an incoming Erasmus+ exchange student has been accepted by the University;

Erasmus+ Without Paper (EWP): the general name for online systems (Dashboard, Beneficiary Module, etc.) launched by the European Union and made available for use in Erasmus+ Programmes in order to reduce paper consumption;

Confirmation of Stay: the document indicating the period during which an outgoing Erasmus+ exchange student undertook study/traineeship at the university/institution;

Selection Committee: the Erasmus+ Selection Commission responsible for conducting the selection procedures for students who will benefit from the Erasmus+ exchange;

Coordination Office: the Dokuz Eylül University Erasmus+ Institutional Coordination Office;

Institutional Coordinator: the Dokuz Eylül University Erasmus+ Institutional Coordinator;

Inter-institutional Agreement: an agreement on the exchange of academic and administrative staff and students concluded between the academic units of our University and those of universities participating in the Erasmus+ Programme;

Transcript: the document showing all courses taken by the student and all courses in which the student is currently enrolled, the credit values of those courses, the latest achievement status and weighted grade averages;

Student Agreement: the agreement concluded between the University and the student enabling the student to benefit from mobility, with or without a grant;

Learning Agreement for Studies: the learning agreement indicating the courses to be taken by the student participating in the exchange at the host institution, the credits of those courses and their equivalents at Dokuz Eylül University, completed through the online approval (OLA – Online Learning Agreement) of the Erasmus+ Academic Unit Coordinators of both universities and the student, or through signatures on paper;

Senate: the Senate of Dokuz Eylül University;

Learning Agreement for Traineeship: the learning agreement concerning the work programme to be carried out during the placement period in a traineeship activity;

National Agency: the Centre for European Union Education and Youth Programmes;

University: Dokuz Eylül University;

Administrative Board Decision: the document issued by the Academic Unit Administrative Board granting permission to a student to benefit from the Erasmus+ exchange and including the recognition of courses and approval of course changes.

PART ONE – OUTGOING STUDENTS

Conditions for University Academic Units to Participate in the Exchange

Article 3 – In order for an exchange to take place within the scope of Erasmus+ student mobility, an inter-institutional agreement must first exist between the institutions.

General Conditions for Students to Benefit from Erasmus+ Study and Traineeship Mobility

Article 4 –

1) The announcements and selection criteria for each project year shall be established within the framework of the most recent Erasmus+ Implementation Guidebook published by the National Agency and announced on the website

of the International Academic Relations Coordination Office following approval by the Erasmus+ Selection Commission.

2) During the period in which the student participates in the programme, the student must be enrolled in one of the University's formal associate, undergraduate, graduate or doctoral programmes. Students in foreign-language preparatory classes, vertical-transfer preparatory programmes and adjustment programmes, as well as graduate scientific-preparation students, may not benefit from the Erasmus+ Programme. (A preparatory class shall not be considered the first year.)

3) First-year associate, undergraduate, graduate and doctoral students shall apply to the Erasmus+ Programme on the basis of the grade point average shown in their transcript for the autumn semester.

4) Applicants to associate and undergraduate programmes must have a cumulative grade point average of at least 2.20 out of 4.00; applicants to graduate and doctoral programmes must have a cumulative grade point average of at least 2.50 out of 4.00. For academic units using a 100-point grading system, compliance with the minimum grade point average requirement shall be determined using the equivalents specified in the grade conversion table prepared by the Council of Higher Education.

5) Having received a disciplinary penalty or having failed courses does not prevent a student from applying.

6) The student shall choose among the universities to which they may apply under the inter-institutional agreements of the department in which they are enrolled.

7) All students applying for Erasmus+ study and traineeship mobility are required to take the foreign-language examination organised by the Dokuz Eylül University School of Foreign Languages for the relevant Erasmus+ application period. The University is not obliged to organise an examination in every language. The University shall announce the foreign language or languages in which it will hold examinations. The minimum passing score that students must obtain in the foreign-language examination organised by the University shall be determined and announced annually by the Commission. For foreign languages in which the University does not organise an examination, applicants must, at the time of application, certify their proficiency in the language(s) of instruction of the institutions they have selected by submitting a foreign-language certificate obtained within the last two years and recognised as equivalent by ÖSYM.

8) In study mobility, students are required to take at least 30 ECTS credits for one semester and at least 60 ECTS credits for one academic year. The maximum number of credits that may be taken is limited to the maximum credit load determined for students by the Academic Units' Principles of Education and Examination Implementation.

9) The Erasmus+ score shall be calculated by adding 50% of the applicant's cumulative grade point average to 50% of the foreign-language score. Additional points shall be applied in the calculation of the Erasmus+ score of disadvantaged individuals in accordance with the Implementation Handbook for the relevant year.

10) Other additions to and deductions from points to be taken into consideration in calculating the Erasmus+ score shall be carried out in accordance with the Implementation Handbook for the relevant year.

Evaluation of Applications

Article 5 –

1) Applications shall be evaluated by the Erasmus+ Selection Committee. The Committee shall consist of the following members: the relevant Vice-Rector; the Institutional Coordinator; and the Head of the Student Affairs Department.

2) In evaluating applications, the Committee shall take into consideration the student selection criteria determined by the National Agency for each year. Following the evaluation, the student's Erasmus+ score shall be determined, and the lists of principal and reserve candidates shall be drawn up on the basis of that score.

3) The evaluation results shall be announced on the website of the International Academic Relations Coordination Office in the form of lists of principal and reserve candidates, including the scores obtained by the students who applied to the programme.

Withdrawal from Candidacy

Article 6 –

1) If a principal candidate is unable to participate in the exchange for health-related, family, financial or other reasons, the relevant academic units shall notify the Coordination Office, by the dates announced by the Coordination Office, through an official letter accompanied by the student's petition. In this case, the reserve candidate ranked first on the announced selection list shall become entitled to benefit from the exchange in place of the principal candidate.

2) A withdrawal notification period shall be granted to students who relinquish participation in Erasmus+ mobility despite having been selected. If a student fails to submit a withdrawal notification within this period, 10 points shall be deducted from the student's Erasmus+ score in any subsequent Erasmus+ mobility application. This provision shall not apply to students who prove that they were unable to undertake the mobility due to force majeure (such as a health problem, rejection of the student's visa application, or rejection of the student by the host institution).

Administration of the Erasmus+ Programme

Article 7 –

1) The Erasmus+ Selection Committee shall be responsible for the administration of the Programme at the University.

2) The Committee shall determine the annual work calendar relating to the planning and implementation of the Programme.

3) The Committee shall determine the distribution among academic units/departments of the student exchange quotas allocated to the University by the National Agency.

4) The Committee shall determine the dates of the foreign-language examinations to be held for students wishing to benefit from the exchange programme and announce them on the website of the International Academic Relations Office.

Study Mobility

Article 8 –

1) Academic Recognition and Required Documents

a) The University is obliged to ensure **full recognition** of the study period spent abroad. Before the student is sent abroad, the suitability of the course content to be taken at the partner institution shall be checked in order to ensure equivalence of the period to be spent abroad and the recognition arising therefrom. If the student successfully completes the courses specified in the Learning Agreement, the relevant academic units shall ensure that recognition is carried out automatically upon the student's submission to their home institution of the transcript obtained from the host institution. The student shall not be required to meet with department administrators or academic staff in order to secure recognition of their courses.

b) Learning Agreement for Studies (LA): A Learning Agreement shall be signed if the student selected for the exchange programme is to benefit from study mobility. The course programme defined before the start of the Erasmus+ study mobility period shall be confirmed in writing by signing the Learning Agreement. The host institution undertakes to offer the courses specified in the Learning Agreement; the student confirms that they consider these courses suitable and will attend them; and the University undertakes to accept the courses taken and ensure their full recognition. The student's Academic Unit shall determine which courses in the education plan of the programme in which the student is currently enrolled at our University the courses taken abroad shall correspond to. The courses in the student's Learning Agreement and the courses to be deemed equivalent at our University shall be determined by the student's Erasmus+ Department Coordinator and the Programme/Department Chair. The relevant document shall be signed and stamped by the student, the Erasmus+ Department Coordinator, the Programme/Department Chair and the host institution. Any changes to the Learning Agreement for various reasons shall be made within no later than one month following the commencement of the academic term at the higher education institution attended by the student abroad and shall be re-approved by the authorities of the student's home Academic Unit and the higher education institution attended by the student. The relevant Academic Unit Administrative Board shall be authorised to decide on the recognition of courses taken without approval.

c) All credits successfully earned by students abroad shall be recognised. The number of credits successfully earned abroad during the Erasmus+ period shall be deducted from the total number of credits required for the student to graduate from their study programme. Course content is not required to be identical for recognition; rather, consideration shall be given to whether the learning outcomes offered at the partner university abroad have been attained for the degree programme in which the student is enrolled. Care shall be taken to match courses that are the closest in terms of content and learning outcomes. This is because establishing an Erasmus+ partnership with a university means that the suitability of the curriculum offered at that university has been accepted. The full-recognition requirement set out in the Erasmus Charter for Higher Education shall apply.

d) In order to guarantee academic recognition, before the student departs, an Academic Unit Administrative Board Decision shall be issued showing which courses in the student's programme the course programme to be followed abroad (the courses included in the Learning Agreement) shall be deemed equivalent to. If the course programme to be followed is changed, the relevant decision shall be updated. Recognition shall thereby take place automatically. The total ECTS credits of the courses successfully completed abroad during the Erasmus+ period shall be deducted from the total ECTS credits required for the student to graduate from the programme in which they are enrolled. The transcript to be issued by the University shall list the courses taken and successfully completed abroad under their original names, credits, codes and grades.

e) Administrative Board Decision: Students shall apply to their Academic Units to be considered on leave, in accordance with the relevant regulations, for the period during which they will be abroad under the Erasmus+ Programme. Students shall continue to pay the tuition fees they are liable to pay to their own university while studying abroad. Tuition fees shall be paid to the University on the dates specified in the academic calendar; no tuition fee shall be paid to the host institution. However, all expenses such as accommodation, transport, personal expenditure, food and health insurance shall be the responsibility of the student. The document shall explicitly state that the semester during which the student is considered on leave shall count as part of the period of study and that the courses shall be recognised. Within the framework of the Programme, students shall also be considered on leave in respect of their minor and double-major studies at the University during the period they are abroad. This matter shall also be explicitly stated in the Administrative Board Decision.

2) Documents Required for the Student Agreement

a) Documents to be submitted by the student after returning:

Each student shall sign an Erasmus+ Student Agreement with the University before commencing mobility.

The required documents are:

• Letter of Acceptance

• Learning Agreement for Studies – Before the Mobility (OLA)

• Administrative Board Decision

• Transcript in English

• Non-interest-bearing Euro bank account

• Visa

• Travel and health insurance

• Online Linguistic Support examination result printout

b) Documents to be submitted by the student upon return:

• Confirmation of Stay

• Original passport and a photocopy of the page(s) showing entry and exit dates, or a printout of the E-Government Gateway (e-Devlet) screen entitled 'Enquiry for Entry to/Exit from the Country'

• Transcript relating to the study period abroad

• Learning Agreement for Studies – During the Mobility (OLA), if course changes have been made

• Administrative Board Decision, if course changes have been made

• Online EU Survey (EU Survey)

After completing their studies abroad and returning to the University, students are obliged to prepare the relevant documents and submit them to the Coordination Office. For students who have benefited from mobility with a grant, the remaining portion of the grant shall be paid within 30 days, provided that the required documents have been submitted and the necessary conditions have been met.

After completing Erasmus+ Study Mobility, the student shall submit the transcript relating to the study period abroad to the Student Affairs Office of the relevant Academic Unit. The Student Affairs Office shall submit the transcript to the relevant Department Chair for approval of grade conversions and deduction, from the total credits required for graduation from the student's study programme, of the number of credits successfully completed abroad during the Erasmus+ period. Course recognition shall be carried out in accordance with the relevant Administrative Board Decision adopted pursuant to Article 8(1). If the student has failed one or more courses abroad, upon return the student shall take the courses at the University that have been approved as equivalent by the Administrative Board Decision. The courses successfully completed by the student shall be indicated in the explanatory section of the transcript and in the Diploma Supplement. Academic Units shall send the final transcript showing the courses recognised for the student to the Coordination Office by official letter.

Special Conditions Required for Graduate Students

Article 9 –

1) In order to commence their thesis work abroad, students must have successfully completed all courses and seminars and must have submitted their thesis proposal.

2) The student may take the seminar/specialisation field course, or its approved equivalent, at the university they attend abroad.

3) There is no objection to a student taking, at the university they attend abroad, the equivalent of a course in which they have failed at the University.

Assessment of Academic Performance

Article 10 –

1) Some universities abroad do not award ECTS grades and instead use the expression 'PASS', meaning 'passed'. Where courses using this type of grading system are taken, the expression 'pass' shall be evaluated for grade conversion in accordance with the course grades and academic achievement provisions set out in the Principles of Education and Examination Implementation of the Academic Unit in which the student is enrolled.

2) Grade conversion shall be calculated as follows, using the lowest and highest grades indicated on the transcript issued by the university attended under the Erasmus+ Programme:

$a = (DEUmax - DEUmin) / (KKmax - KKmin)$

$b = DEUmax - (a \times KKmax)$

$Dgrade = b + (a \times ÖKN)$

Where:

DEUmax = the highest passing course grade at Dokuz Eylül University (the 'AA' grade under the relative grading system, and '100' under the absolute grading system);

DEUmin = the minimum passing course grade at Dokuz Eylül University (the 'DD' grade under the relative grading system, and the lowest passing grade for exemption from the course under the absolute grading system);

KKmin = the lowest numerical passing grade at the host institution;

KKmax = the highest numerical passing grade at the host institution;

ÖKN = the numerical grade obtained by the student at the host institution;

Dgrade = the equivalent, in numerical grading terms at Dokuz Eylül University, of the numerical grade obtained by the student at the host institution.

Where necessary, the calculated converted grades shall be converted into letter grades by taking Table 1 as the basis for the 4-point system and Table 2 as the basis for the 100-point system.

Table 1. 4-Point Grade Conversion Table

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. 100-Point Grade Conversion Table

Grade Range	DEU Letter Grade
90–100	AA
85–89	BA
80–84	BB
75–79	CB
70–74	CC
65–69	DC
60–64	DD
50–59	FD
0–49	FF

3) If the transcript prepared by the university attended under the Erasmus+ Programme does not contain information on local credits, the local credits of the courses successfully completed at the host institution shall be calculated and transferred to the DEU transcript as set out below, in order to reflect the grades obtained by the student at the host institution in the student's DEU grade point average. If the resulting figure contains a fraction, the local credit shall be rounded in accordance with Table 3 below.

Erasmus Course Local Credit = (Total local credits of all equivalent courses at DEU / Total ECTS credits of all equivalent courses at DEU) × Erasmus Course ECTS Credit

Table 3. Local Credit Calculation

Calculated Local Credit	Rounding Rule	Local Credit Entered in Transcript After Rounding
2.15	If $0.01 \leq$ fraction ≤ 0.24, round down to the nearest lower whole number.	2
2.56	If $0.25 \leq$ fraction ≤ 0.74, round to the nearest half-point.	2.5
2.85	If $0.75 \leq$ fraction ≤ 0.99, round up to the nearest higher whole number.	3

Application and Acceptance Process at the Host University

Article 11 –

1) The names of Faculty/School students entitled to participate in mobility shall be notified to the institutions to which they have been placed by the Academic Unit/Department Coordinators. If the agreements with the institutions at which Graduate School students have been placed were concluded by the Graduate School, the students' names shall be notified to the host institutions by the Academic Unit (Graduate School) Coordinator. If those agreements were concluded by a Faculty and also made available for use by the Graduate School, the students' names shall be notified to the host institutions by the Academic Unit/Department Coordinators of the Faculties that concluded the agreements. The student shall be responsible for preparing the documents requested by the host institutions and following up the process.

2) The student shall be responsible for following up travel and visa procedures. The Student Affairs Office of the Academic Unit to which the student is affiliated shall prepare the document required for the student's exemption

from the passport fee. For Erasmus+ students who have reached the age of 25, the International Academic Relations Office shall prepare the letter concerning exemption from the passport fee. The Erasmus+ Student Verification Letter, which is the document requested by consulates and indicates the amount of grant to be received by the student, shall be issued by the International Academic Relations Coordination Office.

Traineeship Mobility

Article 12 –

1) Traineeship Mobility Procedures

a) Learning Agreement for Traineeship: An individual learning agreement shall be drawn up concerning the work programme to be carried out during the exchange period as part of the traineeship activity. The Learning Agreement for Traineeship is a personalised document containing information on matters such as the work programme, skills, competences, learning outcomes, the relevance of the traineeship activity to the student's degree programme and the academic recognition to be granted upon completion of the activity. This document shall be signed by the sending organisation, the host organisation and the student. The skills and competences to be specified in the Learning Agreement for Traineeship shall be defined so as to ensure the skills and competences specified in the programme in which the student is enrolled, and the learning outcomes achieved through the traineeship mobility shall be associated with the programme's core competences.

b) The work programme in the student's Learning Agreement for Traineeship shall be approved by the student's traineeship supervisor at the traineeship institution and the Erasmus+ Department Coordinator at the University. Following the proposal of the Department Board and approval of the Academic Unit Administrative Board, the approved programme shall be forwarded to the International Academic Relations Office.

c) An Academic Unit Administrative Board Decision shall be issued for students who have completed all procedures for participation in Traineeship Mobility. A student may undertake the traineeship activity within 12 months following graduation, provided that the student became entitled to the traineeship while still a student. Whether or not the student undertakes the Erasmus+ traineeship after graduation, the final date by which the student must complete the traineeship shall be the end date of the project for which the student applied. The student must have completed a traineeship activity lasting at least two months within the project period.

d) The traineeship of a recent graduate shall be documented and recognised by means of a certificate to be issued by the International Academic Relations Coordination Office. Recognition may be carried out through Europass.

2) Recognition

The period spent by the student abroad undertaking an Erasmus+ traineeship shall be fully recognised by the student's home institution. The traineeship period included in the student's curriculum (an Erasmus+ traineeship undertaken in fulfilment of the compulsory traineeship requirement) shall be fully recognised by the home institution, preferably using ECTS credits. Where the traineeship does not form part of the curriculum (voluntary traineeship), the University shall provide recognition by recording the traineeship activity undertaken abroad in the Diploma Supplement. Even where the traineeship does not form part of the curriculum, the Erasmus+ traineeship activity shall be undertaken in a sector related to the student's field of study. In order to guarantee academic recognition, before the student departs, a decision of the Department/Faculty/Graduate School Board shall be adopted concerning how the traineeship activity will be recognised in the programme in which the student is enrolled. Recognition shall thereby be carried out systematically. The credit earned by the student during the traineeship shall be entered in the student's transcript by the relevant Academic Unit. If the traineeship is not a compulsory component of the student's study plan and/or cannot be credited, it shall be indicated in the Diploma Supplement. For recent-graduate traineeships, no decision of the Department/Faculty/Graduate School Board shall be adopted, since the participant's affiliation with the academic unit will have ended.

3) Each student shall sign an Erasmus+ Student Agreement with the University before commencing mobility.

The documents required for the Erasmus+ Student Agreement are:

• Letter of Acceptance/Invitation

• Learning Agreement for Traineeship

• Administrative Board Decision

• Transcript in English

• Non-interest-bearing Euro bank account

• Visa

• Travel and health insurance

• Liability insurance

• Personal accident insurance

• Online Linguistic Support departure test result printout

4) Documents to be submitted by the student upon return:

• Confirmation of Stay

• A document issued by the host institution showing the assessment of the student's performance during the traineeship period abroad

• Completed Learning Agreement for Traineeship

• Original passport and a photocopy of the page showing entry and exit dates

• Online EU Survey (EU Survey)

After completing their studies abroad and returning to the University, students are obliged to prepare the relevant documents and submit them to the International Academic Relations Office. The remaining portion of the grant shall be paid within 20 working days following submission and approval of the required documents.

Grants for Study and Traineeship Mobility

Article 13 –

1) Grants are not intended to cover all expenses incurred during the period spent abroad. Erasmus+ grants are provided to students throughout the period of their activity abroad in order to help meet the additional expenses arising from their stay abroad. Students may, however, waive their right to receive a grant.

2) The activity periods and grants of students shall be estimated before the activity begins. Following the completion of the activity, the actual periods and grants shall be determined again. In the planning to be carried out before the activity begins, periods and grants shall be determined provisionally and as maximum limits, on the basis of available information and documents such as the academic calendar of the host institution, the periods stated in students' letters of acceptance and experience gained from activities carried out at the relevant institution in previous years. Upon completion of the activities, the student's total grant shall be recalculated by taking into account the actual period of activity spent abroad and the extent to which the student has fulfilled their responsibilities. The

actual period of activity shall be calculated on the basis of the activity start and end dates shown in the Confirmation of Stay and the entry and exit dates in the passport. The shorter date range shown in these two documents shall be taken into consideration.

3) As a rule, grants shall be provided to students in accordance with the duration of their activities. However, if students selected for the first semester wish to extend their activities into the second semester and no grant is available for the extension, they may be permitted to remain for the second semester without a grant, provided that their university consents and all Erasmus+ rules are applied. If sufficient grant funding is available in the University's budget for the relevant activity, the activity period shall be extended with a grant. If the budget is insufficient to cover the extension periods of all students requesting an extension, the students to receive grants shall be determined on the basis of their achievement rankings in the initial selection, in accordance with the principles of impartiality and transparency.

4) Grants provided to students consist of contributions from the European Commission and, where applicable, the Republic of Türkiye. The institution may also provide additional grants from its own resources to the students it sends.

5) Student mobility grants shall be paid through the University without being subject to any deductions such as taxes, social security and/or other social expenses, or administrative, management or registration fees (excluding transfer fees).

6) The University is obliged to ensure the continuation of scholarships and loans that students are already receiving during the period in which they study abroad. Such scholarships and loans may not be reduced, interrupted and/or terminated during the student's studies abroad.

7) Except in cases of force majeure, if a student discontinues their studies abroad for any reason or fails due to absenteeism, the University may request repayment of the grant paid at the beginning of the mobility. Furthermore, if the student fails to pass two-thirds of the total credits taken at the host university, the remaining grant shall not be paid.

8) In order for an additional grant to be provided to a student with special physical, mental or health-related conditions, a medical report stating the disability and its degree (not older than three months) or a photocopy of the disability card shall be attached to the application form. Documents shall also be attached to the form containing confirmation that the host higher education institution is aware that the student/staff member to be hosted has a disability and an undertaking that it has the appropriate facilities/equipment. For inclusion support, the Rectorate shall submit the student's request for financial support to the National Agency by official letter and obtain approval.

9) Applications must provide information concerning other financial support currently received by the student/staff member and explain why such support is insufficient for a mobility period to be spent abroad. Invoices relating to the use of the additional grant provided at the end of the activity must be obtained and kept in the participant's file for submission during any possible inspections.

PART TWO – INCOMING STUDENTS

Conditions for Incoming Students to Benefit from the Exchange

Article 14 – For an incoming student to benefit from study mobility:

In order for a student to come to the University under the Erasmus+ student exchange programme, an inter-institutional agreement must first have been concluded between the Academic Unit in which the student will study and the student's home university. The student may take courses from other Academic Units of the University, provided that two-thirds of the total ECTS course load to be taken at the University is taken from the Academic

Unit with which the inter-institutional agreement has been concluded; however, approval of the other Academic Unit(s) from which courses are to be taken is required. All student-related administrative procedures shall be carried out by the Student Affairs Office of the Academic Unit with which the inter-institutional agreement has been concluded.

Application Process for Incoming Students

Article 15 –

1) The incoming student's home university shall notify the International Academic Relations Office by e-mail that the student will undertake study/traineeship at the University within the scope of the Erasmus+ student exchange programme. If this information is sent to the University's Academic Units and/or Academic Unit Coordinators, the Academic Units shall provide the necessary information to the International Academic Relations Office.

2) Individual applications submitted by incoming students shall not be processed. The student shall be informed by the Academic Units/Coordination Office that an official letter issued by the student's home university, confirming that the student is an Erasmus+ student, must be submitted to the International Academic Relations Office.

3) Documents required for application: The incoming student shall upload the Application Process documents and Application Documents to the online system available on the International Academic Relations Office website by the date announced in advance. The documents to be uploaded are:

• One passport-size photograph

• Online Learning Agreement (to be prepared by an incoming student under study mobility)

• Learning Agreement for Traineeship, to be prepared by an incoming student under traineeship mobility

• An up-to-date transcript in English obtained from the student's home university

• Photocopy of passport

• A language certificate demonstrating the language level specified in the Inter-institutional Agreement

4) The contact details of the relevant Academic Unit Coordinator shall be provided to the incoming student by the International Academic Relations Office.

5) After the application documents have been checked by the International Academic Relations Office, they shall be forwarded to the relevant Academic Units. If any documents are missing, the International Academic Relations Office shall contact the incoming student and request completion of the documents.

Course Selection and Learning Agreement for Incoming Students

Article 16 –

1) Learning Agreement: An incoming student participating in study mobility shall prepare a Learning Agreement showing the courses they will take at the University during the Erasmus+ period. The courses in the student's Learning Agreement shall be checked by the Erasmus+ Academic Unit/Department Coordinator, and the relevant document shall be signed by the student, the student's home university and the Erasmus+ Department Coordinator. Accordingly, the relevant Academic Unit undertakes to offer the courses specified in the Learning Agreement; the student confirms that they consider these courses suitable and will attend them; and the student's home university undertakes to accept the courses taken.

2) The Online Learning Agreement must be signed by the Academic Unit/Department Coordinator through the Erasmus+ Without Paper system before the mobility begins.

3) If an incoming student participating in study mobility wishes to take courses from an Academic Unit other than the Academic Unit with which their home university has an inter-institutional agreement, the student shall notify the Coordinator of the Academic Unit to which they have come and the International Academic Relations Office of this request. For courses to be taken from other Academic Units, the student shall complete the 'Incoming Student Inter-Academic Unit Course Registration Form'. This agreement shall be signed by the Academic Unit to which the student has come, the Academic Unit from which the student wishes to take courses, the student and the student's home university. The 'Incoming Student Inter-Academic Unit Course Registration Form' shall be forwarded by the Academic Unit to which the student has come to the other Academic Unit from which the courses will be taken, for course registration, within no later than one month following the commencement of the academic term.

4) If courses are changed after the beginning of the semester, the Online Learning Agreement shall be renewed and its final version shall be sent to the International Academic Relations Office by the relevant Academic Unit. The changes must be completed within no later than one month following the commencement of education and training.

Acceptance of Applications from Incoming Students

Article 17 –

1) Letter of Acceptance: A Letter of Acceptance prepared by the International Academic Relations Office shall be sent by e-mail and, where necessary, by post to incoming students whose applications have been accepted. The Letter of Acceptance/Invitation shall state the student's first and last name, date of birth, country of origin, the Academic Unit in which the student will be an Erasmus+ student and the relevant dates. The document shall be prepared on letterhead, signed and stamped.

2) The names and relevant documents of incoming students whose applications have been accepted shall be forwarded by the International Academic Relations Office to the relevant Academic Unit and the Department/Academic Unit Coordinator. International Academic Relations Office shall provide information about the academic calendar, visa procedures, orientation programme, accommodation and the mentor-buddy system. Information and procedures relating to academic matters shall be carried out by the Academic Unit/Department Coordinator.

Orientation Programme for Incoming Students

Article 18 –

1) An Orientation Programme for incoming students shall be organised by the International Academic Relations Office at the beginning of each academic semester.

2) Within the scope of the Orientation Programme, incoming students shall be provided with information on current matters (residence permit, telephone SIM card, student identity card, transport, etc.), Türkiye, Turkish culture, İzmir and the Erasmus Student Network student community. Campus visits shall be organised, and various social and cultural activities shall be held.

3) During campus visits, students shall also visit the Academic Unit in which they will study. The organisation of Academic Unit visits shall be the responsibility of the Academic Unit, while coordination shall be the responsibility of the International Academic Relations Office. On the date allocated for the Academic Unit visit within the Orientation Programme, the Academic Unit shall welcome the students, introduce them to the Academic Unit/Department Coordinators, provide information about the Academic Unit and academic matters, and complete the students' registration procedures.

Student Identity Cards and Registration Procedures for Incoming Students

Article 19 –

1) The Coordination Office shall forward to the Student Affairs Office of the relevant Academic Unit a list containing the information of students for whom identity cards are to be issued, for the purpose of generating student numbers and Foreign National Identification Numbers (YU Numbers) and completing registration procedures.

2) The Student Affairs Office of the relevant Academic Unit shall complete student registrations, generate student numbers and YU Numbers, and notify the Coordination Office.

3) The International Academic Relations Office shall forward to the Student Affairs Department the photographs and lists containing the student numbers and information of incoming students for the printing of student identity cards.

4) The cards prepared shall be distributed to incoming students by the International Academic Relations Office during the Orientation Programme.

Procedures to Be Completed by Incoming Students Before Departure

Article 20 –

1) Confirmation of Stay: The Confirmation of Stay shall be issued to the student by the International Academic Relations Office when the student submits their Foreigner Identification Number (YKN) obtained from the Directorate of Migration Management and a copy of the return ticket.

2) The YKN Numbers shall be forwarded by the International Academic Relations Office to the Student Affairs Office of the relevant Academic Unit and replaced with YU Numbers by the Student Affairs Office of the relevant Academic Unit.

3) Transcript: For incoming students participating in study mobility, the transcript shall be prepared by the Student Affairs Office of the relevant Academic Unit and forwarded to International Academic Relations Office. International Academic Relations Office shall send the transcript to incoming students by e-mail and by post.

4) Certificate of Achievement: For incoming students participating in traineeship mobility, the Certificate of Achievement shall be issued by the Coordinator of the relevant Academic Unit. A copy of the said document shall be sent to the International Academic Relations Office.

5) Following completion of the mobility, the Student Affairs Office of the relevant Academic Unit shall enter in the system that the student who has completed their mobility has departed.

CASES NOT PROVIDED FOR

Article 21 – In matters for which this Directive contains no provision, the Student Affairs Department and International Academic Relations Office shall take action in accordance with the provisions of the 'Dokuz Eylül University Associate and Undergraduate Education and Examination Regulations', the 'Dokuz Eylül University Graduate Education and Training Regulations', the 'Erasmus+ Key Action 1: Learning Mobility of Individuals, Higher Education Student and Staff Mobility between Programme Countries – Guidebook for Higher Education Institutions' prepared for each academic year by the Centre for European Union Education and Youth Programmes, and the provisions of the Erasmus+ Programme Guide published by the European Commission.

ENTRY INTO FORCE

Article 22 – This Directive entered into force by Senate Decision No. 326/18 dated 28 August 2007 and was amended by the decisions dated 20 August 2013 (No. 415/9-10), 24 January 2017 (No. 469/09) and 15 December 2025 (No. 719/02). This Directive shall enter into force as of the date of its adoption by the Senate of Dokuz Eylül University.

ENFORCEMENT

Article 23 – This Directive shall be enforced by the Rector of Dokuz Eylül University.