

ISTANBUL AYDIN UNIVERSITY
European Union Education and Youth Programs
Lifelong Learning Programme - Erasmus Student Exchange Programme Directive

Objectives and Contents

Article 1- The directive Lifelong Learning Programme (LLP) – Erasmus, taking place within the contest of the Student Exchanges of “European Union Education and Youth Programs”, has been arranged in order to regulate the conditions referred to the Istanbul Aydın University and the other Universities or Institutions where students might go for Study Exchange and/or Training purposes.

Definitions

Article 2- In this Directive;

Presidency of the European Union Education and Youth Programs: The Presidency of the European Union Education and Youth Programs,

Lifelong Learning Programme (LLP): The European Union General Education Programs,

Erasmus: the sub-program of LLP regarding higher education,

University: Istanbul Aydın University,

Unit: Faculty, Institute and Vocational Schools,

Coordination: Istanbul Aydın University LLP - Erasmus Coordination,

Institutional Coordinator: Istanbul Aydın University LLP - Erasmus Institutional Coordinator,

International Academic Relations and Projects Coordinator: Istanbul Aydın University International Academic Relations and Projects Coordination Office,

National Agency: European Union Centre for Education and Youth Programmes,

Commission: the commission that carries-out the selection of the students will benefit from LLP-Erasmus exchange,

Bilateral Agreement: agreement reached within the framework of LLP-Erasmus programme, for the use of all the academicians, the students and the training agreements, specified between our University’s departments and other Universities’ departments,

Learning Agreement (LA): the agreement signed both from the student and the LLP-Erasmus Departmental Coordinator and the Erasmus Institutional Coordinator of the two partner universities, showing the courses he/she will take with relative credits specification,

Training Agreement (TA): the training agreement depicting the working plan comprehensive of the entire period’s activities program,

Proof of Recognition: the certificate where, formally approved from the University, the recognition of the classes to be taken or work to be done by the Erasmus student is stated.

Student contract: the contract between the University and the student in order to receive the grant,

Erasmus Student Charter: the document that specifies the rights and obligations of the student that is given before leaving the University to all the students that are going to participate in LLP-Erasmus exchange,

Permission to study: the permission issued from the Departmental Board to the students that are going to benefit from the LLP-Erasmus exchange.

Eligibility conditions for exchange

Article 3- In the context of the LLP-Erasmus, student exchanges are possible if preliminarily a bilateral agreement has been submitted and re approved every year before a certain deadline, an original copy of the document has been presented to the International Academic Relations and Projects Coordinator.

Student's eligibility conditions for study and training exchanges

Article 4-

4.a- The Student;

- holds Turkish citizenship and/or
- if holding a different country citizenship, the student is registered in İAÜ and has a temporary citizenship number.

4.b- Within the program, the students can get education abroad for a minimum of 3 months to a maximum period of 12 months. During all his/her life, a student can take advantage from the activities of LLP-Erasmus with grant once for mobility for studies and once for internship.

4.c- The student must be registered in one of the university's short-cycle/first-cycle/second or third-cycle programmes in the same semester he is enrolled. Language preparation courses students, undergraduate transfer program's students, orientation program's students, the students in scientific preparation for graduate studies and the students enrolled in the first year of short-cycle or first-cycle programs are not eligible to benefit from LLP-Erasmus programme. (The preparation year is not considered as first year).

4.d- The short-cycle/first-cycle/second or third-cycle programme's students could enrol in the fall semester for the first year considering their GPA.

4.e- The short-cycle/first-cycle students who aim to enroll to the programme must have a minimum GPA of 2.20/4.00. For the second-cycle students the minimum GPA on a 4.00 base has been specified as 2.50.

4.f- Students must submit their applications to the department/program following the criteria and between the dates announced by both University and National agency. (Any disciplinary action and any case of failed lessons, do not preclude the student's right to apply to the program)

4.g- After all the application has been controlled by department/program coordinators, the Unit Coordinator has to send them to the Erasmus Coordination Office.

4.h- It is necessary that the student apply and successful achieve the language proficiency test organized by the University. The outgoing student has to properly manage the language of the education he/she will get in his host University, between his known languages and/or document his/her language proficiency level. More than three year old documents are not accepted.

Evaluation of applications

Article 5-

5.a- The applications are evaluated by "Erasmus Foreign Language Commission of Istanbul Aydın University" and "IAU Erasmus Student Exchange Selection and Review Committee ". These committees consist of the following members:

Erasmus Foreign Language Commission

- IAU Foreign Languages Vocational School director
- IAU Foreign Languages Vocational School two faculty members

IAU Erasmus Student Exchange Selection and Review Committee

- Related Vice-Rector,
- General Coordinator of International Academic Relations and Projects
- IAU LLP-Erasmus Institutional Coordinator,

5.b- To evaluate the applications of students every year, the Commission takes into account the selection criteria specified by the National Agency. In the results of the evaluation the LLP-Erasmus student's grade is determined and with this grade an order of preference is established.

5.c- The results of the evaluation are announced in the web page of the University as a list containing the scores of all the nominated and reserve students that aimed to be registered to the program.

LLP-Erasmus programme mechanism

Article 6-

6.a- The functioning of the program is a responsibility of the "Istanbul Aydın University LLP-Erasmus Committee". This organism is composed by the following members:

- Related Vice-Rector,
- Institutional Coordinator,
- President of Student Affairs.

6.b- The Committee, defines an annually working calendar referring to the action plan and its implementation.

6.c- The Committee, determines the distribution of the students towards Departments and Faculties based on the quota established by the National Agency.

6.d- The Committee, in cooperation with the Department of Foreign Languages, determines the dates of the language exams for the students who will benefit from the Erasmus exchange announcing them on the University web page.

Operation for the selected students

Article 7-

7.a- If the students selected to join the program benefit from the Study Mobility, they need to have a Learning Agreement (LA).

7.b- The Courses defined in the LA should be determined according to the student's advisor and the department coordinator. The identified lessons are transmitted to the Erasmus Coordination Office, following the proposal of the Department Board and the approval of the board of directors,. If among the classes the student took during the exchange period abroad there are some compulsory courses, the students need to be informed of the Board of Directors' decisions of the added courses. If among the chosen classes some changes are necessary, they should be noticed in one (1) month to the related faculty and the changes should be approved by both partner universities.

7.c- The classes the student is going to take do not need to overlap exactly the name of the ones in our university. However, the classes should be selected considering the affinity to the topic. The classes the student took while abroad will be considered as equivalent of our university ones, after approval of the boards of directors a Proof of Recognition certificate will be prepared.

7.d- The students could participate to the Erasmus Intensive Language Courses (except English, German, French, Spanish) organized in the host countries. The official application for the student participation to the Intensive Language Programmes is worked out by the related department.

7.e- The students that are going to participate to Erasmus Intensive Language Courses could benefit of a grant for all the period of the course.

- 7.f-** Before the student leaves the university an Erasmus Student Charter is given to him/her.
- 7.g-** Before going abroad, by considering the decision of the board of directors, after completing all the application procedures a Permission to study certificate is given to the students.
- 7.h-** Before getting the student exchange grant, all the students should sign with the University a “Student Education Mobility Contract”.
- 7.i-** The student exchange grants, taxes, social security and / or other social expenses, administrative, management or registration fees (excluding transfer costs) are paid through college without being subjected to any interruption.
- 7.i-** Payment is defined and made considering the procedures and principles determined every year by the National Agency.
- 7.j-** If the students might for any reason interrupt their education abroad or might not complete their duties or their results are not considered successful within the criteria defined by the National Agency, the university could claim a part or the totality of the grant that was conferred to them.
- 7.k-** The University has to keep providing the grants previously awarded to the students during their exchange period abroad. This scholarship and the credits taken during his study period abroad could not be reduced, could not be interrupted and terminated.
- 7.l-** The students, continue paying the necessary tuition fees to their own university during their study period abroad.
- 7.m-** Within the programme, during their studying period abroad, students are allowed to attend classes from all double degree and second degree courses.
- 7.n-** The students, after completing their studying period abroad, when coming back to their own university they are obliged to present to the Erasmus Coordinator office the “Student Final Report” and the other related documents. The second part of the student grant will be transferred in the 45 days following the final report and the related documents presentation and approval.
- 7.o-** The AKTS/ECTS credits and the grades’ conversion for the courses taken abroad, will be included in their transcript by the Faculty coordinators.
- 7.ö-** If the total credits amount of courses passed successfully is lower than 30/60 AKTS/ECTS or the student has been unsuccessful in some classes, when the students come back it is necessary to complete the required 30/60 AKTS/ECTS credits by taking the equivalent classes determined by the department coordination.
- 7.p.** The students or staff members that have been chosen in the previous year but for funds lack or for any other reason had not been granted are not considered as “beneficiary” since the right is not transferable to the following year. All the students and staff members in every contractual period are evaluated and nominated again.

Placement (Internship Mobility Operations)

Article 8 –

- 8.a-** If the students selected to join the program benefit from the Internship Mobility, they need to sign a Training Agreement (TA).
- 8.b-** The Working Timetable defined in the TA should be determined according to the student advisor and the department coordinator. The identified timetable, following the proposal of the Department Board and the approval of the board of directors, is transmitted to the Erasmus Coordinator office.

- 8.c-** To all the student that successful complete the application to Internship Mobility, the decision of the Board of Directors made by the unit.
- 8.d-** Before getting the Internship exchange grant, all the students should sign with the University a “Student Internship Mobility Contract”.
- 8.e-** The student exchange grants, taxes, social security and / or other social expenses, administrative, management or registration fees (excluding transfer costs) are paid through college without being subjected to any interruption.
- 8.f-** Payment is defined and made considering the procedures and principles determined every year by the National Agency.
- 8.g-** If the students might for any reason interrupt their Internship abroad or might not complete their duties or their results are not considered successful within the criteria defined by the National Agency, the university could claim the totality of the grant that was conferred.
- 8.h-**The University is responsible for the students to remain to receive their scholarship which already they receive, during their study period abroad. This scholarship and the credits taken during his study period abroad could not be reduced, could not be interrupted and terminated..
- 8.i-** The students, after completing their studying period abroad, when coming back to their own university they are obliged to present to the Erasmus Coordinator office the “Student Final Report” and the other related documents. The second part of the student grant will be transferred in the 45 days following the final report and the related documents presentation and approval.
- 8.i –** The AKTS/ECTS credits for the Internship abroad, will be included in their transcript by the Faculty coordinators. When giving credits it has not been possible the Internship period will be shown as supplement in the transcript.
- 8.k.** The topics that are not included in this directive are executed according to the İAÜ Internship Directive.

Special conditions required for postgraduate students

Article 9-

- 9.a-** In order to start a thesis abroad, for a student it is necessary complete successfully all the classes and seminars and have an approval thesis topic.
- 9.b-** The student could take the seminar class or its equivalent in the host university.
- 9.c-** The student can take in the host university the equivalent of the class he/she failed.

Assessment of success

Article 10-

- 10.a-** Some universities abroad instead of AKTS/ECTS credits, use ‘pass’ as an expression of PASSED. It is recommended by the National Agency to do not choose those kinds of classes. When the students take classes belonging to this grading system ‘PASSED’, the grade conversion is performed considering courses grades assessment of success specified in the “Applied of education and exams’ principles” of the faculty where the student is enrolled.
- 10.b-** The Short-cycle, First-cycle and Second-Cycle Erasmus students’ grading procedures is done considering the AKTS/ECTS grading system and the İstanbul Aydın University Undergraduate and Postgraduate Education and Exams Framework Directive.

Duration and form of payment of the Erasmus grant

Article 11- In order to get the Erasmus grant the student must pursue its education period between three (3) and twelve (12) months in a University abroad with which a bilateral agreement has been done. The amount of money will be granted to the student is determined annually by the National Agency. The first segment of the total amount of grant is given at the beginning of the period (whether the amount of grant specified for that year is transferred to the bank account). According to the criteria of success announced every year by the national agency, if the ones that come back after completing the exchange period fulfill all the necessary documents (final report, transcript, letter of attendance and if there are changes the Learning agreement and proof of recognition, submitted to the Erasmus Coordination by the student) the deserved second segment of grant is provided. The unsuccessful students are subject to the obligation annually specified by the National agency and the University.

Candidate Resignation

Article 12- In the case in which the nominated candidate cannot attend the program due to health, familiar or economic reasons, at least (3) months before the starting date of the exchange period, through a formal written petition, the resignation needs to be notified to the External Relations Coordinator. In this situation, instead of the nominated student, the following one on the published list of candidate will gain the right to participate.

Incoming student

Article 13-

13.1 To the students coming to our university with Erasmus program will not be opened separated class, they will join the ones already opened in the University.

13.2 The incoming student, online or manual registration to the classes has to be performed by the Erasmus Coordinator by filling in the application forms. The application forms that has been completed, has to be submitted by the student to the Erasmus coordinator. The transfer of the applications from the Erasmus Coordinator to student affairs ensures the student's registration.

13.3 The incoming students' approved learning agreements and related changes certificates has to be prepared in three copies and to be filed in the Erasmus Coordination Office and one copy in the Faculty/Department Coordination offices.

13.4 In the two (2) weeks following the end of the Academic Year final exams, a list of all the grades taken by the students in its Faculty/Department or in other Faculty/Department, has to be transmitted by the Faculty/Department Coordinator to the Erasmus Coordinator Office in order to produce the student transcript.

13.5 All grades that the incoming students took in Istanbul Aydın University are converted in ECTS grades considering the Short-cycle, First-cycle Education-Examinations and Second-cycle Education-Examinations Regulations.

Additional grant for Students with Special Needs

Article 14

14.1 To all the disabled students that participate to Erasmus Program, in order to help and meet their special needs, an additional grant is ensured over the standard grant. In order to guarantee to the disabled students the extra grant, the additional grant should be requested by the İstanbul Aydın University to the National Agency

14.2 The disability and all the related information contained in the Medical Report (it has not to be more than 3 months old) or a photocopy of the Disability Card attached to the application. The reasons why the additional grant and the requested amount of additional grant has to be detailed shown in the application form.

14.3 The Applicant should inform the Erasmus Coordination Office of other grants that he/she receives during the exchange period.

14.4 It is a duty of the Erasmus coordinator to ensure that the application forms are correctly and properly fulfilled and that in order to meet the student needs. National Agency evaluates applications individually. The student's grant agreement is updated accordingly.

14.5 The grant payable to the disabled student cannot be more than the maximum grant that the National Agency decides.

Other Provisions

Article 15- The provisions that are not found in this Directive are applied by Student Affairs Office and Erasmus Coordination Office, considering the regulations that are contained in the LLP-Erasmus Exchange Applied Manual that is annually issued by "İstanbul Aydın University Short-cycle and First-cycle Education and Exam Regulations" with "İstanbul Aydın University Second-cycle Education and Exam Regulations" and European Union Education and Youth Programs Centre

Effectiveness

Article 16- This Directive has been approved by the İstanbul Aydın University Senate and has to be considered effective from that date.

Execution

Article 17- This Directive is executed by the Rector of İstanbul Aydın University.