

ISTANBUL AYDIN UNIVERSITY
EUROPEAN UNION EDUCATION AND YOUTH PROGRAMS
LIFELONG LEARNING PROGRAMME (LLP) – ERASMUS
STUDENT EXCHANGE DIRECTIVE

CHAPTER ONE
Purpose and Scope, Definitions

ARTICLE 1 – Purpose and scope

(1) The purpose of this Directive is to regulate matters related to students who will go from Istanbul Aydın University to universities and other higher education institutions included in the Lifelong Learning Programme (LLP–Erasmus), which is among the “European Union Education and Youth Programs”, for education and training purposes within the scope of Erasmus student exchange.

ARTICLE 2 – Definitions

In this Directive, the following terms shall mean:

National Agency Centre Presidency: the Centre Presidency for the European Union Education and Youth Programs,

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

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

University: Istanbul Aydın University,

Unit: Faculty, Institute and School,

Coordination Office: the IAU LLP–Erasmus Coordination Office,

Institutional Coordinator: the IAU LLP–Erasmus Institutional Coordinator,

General Coordinator of International Academic Relations and Projects (UAIPK): the IAU General Coordination Office of International Academic Relations and Projects,

National Agency: the Centre for the European Union Education and Youth Programs,

Commission: the commission that conducts the selection studies of students who will benefit from LLP–Erasmus exchange,

Bilateral Agreement: the academic staff, student exchange and internship agreement made between the units of our University and the units of universities within the scope of LLP–Erasmus,

Learning Agreement (LA): the agreement showing the courses to be taken by the student participating in the exchange and the credits of these courses, bearing the signatures of the LLP–Erasmus Unit Coordinator and/or Erasmus Coordinator of both universities and the student,

Training Agreement (TA): the training agreement related to the work program to be carried out during the placement period in internship mobility,

Proof of Recognition: the official document that records the matching/recognition by the University of the courses to be taken/works to be carried out by the student at the host institution,

Student Grant Agreement: the contract made between the University and the student in order for the student to receive a grant,

Erasmus Student Charter: the document given to students before leaving the University, stating their rights and obligations,

Study Leave: the permission granted to the student who will benefit from LLP–Erasmus exchange by the relevant unit administrative board,

shall be understood.

CHAPTER TWO

Conditions for Benefiting from Exchange

ARTICLE 3 – Conditions for University units to benefit from exchange

(1) In order for exchange to take place within the scope of LLP–Erasmus student exchange, a bilateral agreement must first have been concluded and the original copy of the agreement must have been submitted to the Rectorate UAIPK by the final date to be determined each year.

ARTICLE 4 – Conditions for students to benefit from exchange

a) The student must be:

– a citizen of the Republic of Türkiye; and/or

– a citizen of another country but registered as a student at our University.

b) Students may study abroad within the program for a minimum of 3 months and a maximum of 12 months. A student may benefit—funded—only once in their academic life from LLP–Erasmus study mobility and only once from internship mobility.

- c) During the period of participation, the student must be registered in an associate degree/undergraduate/graduate program of the University. Foreign language preparatory class students; vertical transfer preparatory and adaptation (intibak) program students; graduate scientific preparation students; and first-year associate degree and undergraduate students cannot benefit from LLP–Erasmus (the preparatory class is not considered as the 1st year).
- d) First-year students may apply for associate/undergraduate/graduate LLP/Erasmus programs with the GPA shown in the Fall semester transcript.
- e) The cumulative GPA of associate and undergraduate applicants must be at least 2.20/4.00. For graduate students, this threshold is at least 2.50/4.00.
- f) The student must apply to their registered department/program within the criteria determined by the University and the National Agency and within the announced dates. (Having a disciplinary penalty or failed courses does not prevent application.)
- g) After applications are checked by the department/program coordinator, they are sent to the Erasmus Coordination Office by the unit coordinator.
- h) The student must take the foreign language exam administered by the University and be successful. If the language of instruction of the host university is not one of the commonly spoken languages and/or the University cannot administer an exam in that language, the student must document their level in that language within the grading system. Documents older than three years are not accepted.

CHAPTER THREE

Evaluation of Applications

ARTICLE 5 – Evaluation of applications

- a) Applications are evaluated by the “Istanbul Aydın University Erasmus Foreign Language Commission” and the “IAU Erasmus Student Exchange Selection and Evaluation Commission”. These commissions consist of the following members:

Erasmus Foreign Language Commission:

- Director of the IAU School of Foreign Languages,
- Two instructors of the IAU School of Foreign Languages.

Student Exchange Selection and Evaluation Commission:

- Relevant Vice Rector,
- General Coordinator of International Academic Relations and Projects,

– IAU LLP–Erasmus Coordinator.

b) When evaluating applications, the Commission takes into account the student selection criteria determined each year by the National Agency. As a result of the evaluation, the student's LLP–Erasmus score is determined; and this score together with the preference order is taken into account in ranking.

c) The evaluation results are announced on the University website as principal and reserve candidate lists including the scores of all applicants.

CHAPTER FOUR

Operation of the LLP–Erasmus Programme and Procedures for Selected Students

ARTICLE 6 – Operation of the LLP–Erasmus Programme

a) The “Istanbul Aydın University LLP–Erasmus Commission” is responsible for the operation of the programme at the University. This board consists of:

– Relevant Vice Rector,

– Institutional Coordinator,

– Head of the Directorate of Student Affairs.

b) The Commission determines the annual work calendar related to planning and implementation of the programme.

c) The Commission determines the distribution of the student exchange quotas allocated to the University by the National Agency among units/departments.

d) In cooperation with the Foreign Languages Department Chair, the Commission determines the dates of foreign language exams to be held for students who wish to benefit from the exchange programme and announces them on the University website.

ARTICLE 7 – Procedures for students selected for the programme

a) A student selected for the exchange programme signs a Learning Agreement (LA) if they benefit from study mobility.

b) The courses in the LA are determined by the student's advisor and the Department Coordinator. The determined courses are transmitted to the Erasmus Coordination Office following the proposal of the department board and the approval of the unit administrative board. If there are compulsory courses that must be taken among the courses of the period the student goes abroad, these must be added to the administrative board decision and the student must be

informed. If there is any change in the determined courses, the change must be notified to the relevant unit within one (1) month and approved by both parties.

c) The courses to be taken by the student do not have to match one-to-one by title with the courses the student is obliged to take at the University; however, care must be taken to select the closest courses in terms of content. Which courses taken abroad will be counted as equivalents at our University is determined by the administrative board and a Proof of Recognition document is prepared for the student.

d) Students may participate in Erasmus Intensive Language Courses in the host country (excluding English, German, French and Spanish). Official applications for participation are made by the relevant unit.

e) Students who participate in Erasmus Intensive Language Courses may receive the grant during these course periods.

f) An “Erasmus Student Charter” is given to students before they leave the University.

g) For students who complete all procedures for participation, the study leave document (administrative board decision) is given before departure by obtaining the unit administrative board decision.

h) Before receiving the exchange grant, each student signs a “Student Study Mobility Grant Agreement” with the University.

i) The exchange grant is paid through the University without any deduction such as taxes, social security and/or other social expenses, or administrative, management or registration fees (excluding bank transfer fees).

j) Payments are made to students in the amounts and procedures determined each year by the National Agency.

k) If the student leaves their education abroad for any reason, cannot complete their studies, or cannot be successful within the criteria determined by the National Agency, the University may request repayment of part or all of the grant paid.

l) The University is obliged to ensure the continuation of students’ current scholarships and loans during the period they study abroad. These scholarships and loans may not be reduced, interrupted or terminated during the student’s education abroad.

m) During the period they study abroad, students continue to pay the fees/tuition they are obliged to pay to their home university.

n) Within the programme, students are also considered on leave for any minor and double major education they would receive from our University during the period they are abroad.

o) After completing their education abroad and returning to the University, students are obliged to prepare and submit the “student final report” and relevant documents to the Erasmus

Coordination Office. The remaining part of the grant is paid within 45 days after submission and approval of the final report form and required documents.

o) ECTS/AKTS–IAU credit and grade conversions for the courses taken are made by the relevant unit administrative board and entered into the student’s transcript.

ö) If the total credits of the courses successfully completed are below 30/60 ECTS/AKTS credits, or if there are failed courses, the student must complete the 30/60 ECTS/AKTS credits by taking the courses previously determined as equivalents by the unit administrative board after returning.

p) Rights of students/staff who were selected in the previous year but could not be sent due to insufficient grants or other reasons cannot be transferred to the next year as an “acquired right”. Students/staff are re-evaluated and selected in each contract period.

CHAPTER FIVE

Placement (Internship Mobility Procedures)

ARTICLE 8 – Placement (Internship mobility procedures)

a) A student selected for the exchange programme signs a Training Agreement (TA) if they benefit from internship mobility.

b) The work programme in the TA is approved by the student’s advisor and the department coordinator. The approved programme is forwarded to the Erasmus Coordination Office following the proposal of the department board and the approval of the unit administrative board.

c) Students who complete all procedures for participation in internship mobility are given a unit administrative board decision by the unit.

d) Before receiving the exchange grant, each student signs a “Student Internship Mobility Grant Agreement” with the University.

e) The exchange grant is paid through the University without any deduction such as taxes, social security and/or other social expenses, or administrative, management or registration fees (excluding bank transfer fees).

f) Payments are made to students in the amounts and procedures determined each year by the National Agency.

g) If the student leaves or cannot complete the internship abroad for any reason (except force majeure), or cannot be successful within the criteria determined by the National Agency, the University requests repayment of the entire grant paid.

h) The University is obliged to ensure the continuation of students’ current scholarships and loans during the period they are abroad. These may not be reduced, interrupted or terminated.

i) After returning, students are obliged to prepare and submit the student final report and relevant documents to the External Relations Coordination Office. The remaining part of the grant is paid within 45 days after submission and approval of the final report and required documents.

i) The credit obtained in the internship is entered into the student's transcript by the relevant unit. If crediting is not possible, the internship is ensured to be shown in the diploma supplement.

k) For matters not included in this Directive, procedures are carried out according to the IAU Internship Directive.

CHAPTER SIX

Special Conditions for Graduate Students

ARTICLE 9 – Special conditions for graduate students

a) In order for students to start their thesis abroad, they must have successfully completed all courses and seminars and have submitted their thesis proposal (justification).

b) The student may take the seminar course or its approved equivalent at the host university.

c) There is no objection to the student taking the equivalent of a course they were unsuccessful in at their home university, from the host university.

CHAPTER SEVEN

Assessment of Success and Erasmus Grant

ARTICLE 10 – Assessment of success status

a) Some universities abroad do not give an ECTS grade and use the expression "PASS" meaning "passed". The National Agency recommends that such courses not be preferred. If such grading is used, the "pass" expression is evaluated in grade conversion according to the course grades and success status provisions stated in the Teaching and Examination Implementation Principles of the unit in which the student is registered.

b) Grading procedures of associate, undergraduate and graduate Erasmus programme students are carried out by taking into account the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Framework Regulation and the ECTS grading system.

ARTICLE 11 – Duration of the Erasmus grant and payment method

(1) In order to receive an Erasmus grant, the student must continue their education at the host university with which a bilateral agreement has been concluded, for a period between three (3) and twelve (12) months.

(2) The monthly grant amount to be paid to the student is determined each year by the National Agency.

(3) The first instalment of the total grant to which the student is entitled is paid at the beginning of the process (provided that the amount determined for that year is deposited into the University's bank account).

(4) If the student completes the process successfully in line with the success criteria announced each year by the National Agency and returns, the remaining instalment of the grant is paid—provided that the student completes the return documents (final report, transcript, participation certificate and, if there are changes, the learning agreement and recognition documents) and delivers them to the Erasmus Coordination Office.

(5) Unsuccessful students are subject to the obligations announced each year by the National Agency and the University.

CHAPTER EIGHT

Withdrawal from Candidacy and Incoming Students

ARTICLE 12 – Withdrawal from candidacy

(1) If the principal candidate cannot go on exchange (due to health, family, economic reasons, etc.), this must be notified to the External Relations Coordination Office through their unit at least three (3) months before the departure date, with an official letter and the student's petition attached.

(2) In this case, the first reserve candidate in the announced selection list gains the right to go.

ARTICLE 13 – Incoming students

13.1 Separate Erasmus classes are not opened for students coming to our University via the Erasmus programme; they attend the courses opened at the University.

13.2 Course registrations of incoming Erasmus students are made online or manually by the Erasmus Coordinator of the relevant department by filling in course registration forms. One copy of the completed forms is delivered by the student to the Erasmus Coordination Office. The Erasmus Coordination Office delivers the documents to Student Affairs to ensure the student's registration is completed.

13.3 Approved learning agreements of incoming Erasmus students and documents related to changes are prepared in three copies; originals are filed at the Erasmus Coordination Office and one copy at Faculty/Department coordination offices.

13.4 Within two (2) weeks following the final exams at the end of the academic term, Faculty/Department coordination offices send, with a cover letter, a list of all grades that the student received from their own faculty/department or other faculties and departments to the Erasmus Coordination Office so that the student's transcript can be created.

13.5 Grades received by incoming students at our University are converted to ECTS grades using the IAU Associate Degree and Undergraduate Education–Training and Examination Regulation and the Graduate Education–Training and Examination Regulation.

CHAPTER NINE

Barrier-Free Erasmus – Additional Grants for Students with Disabilities

ARTICLE 14 – Additional grants for students with disabilities

14.1 In addition to the standard Erasmus grants, an additional grant may be provided to disabled beneficiaries participating in the Erasmus programme to assist with their special needs. In order for disabled students to receive additional grants, Istanbul Aydın University must apply to the Centre Presidency for the European Union Education and Youth Programs for an additional grant.

14.2 A medical report (not older than 3 months) or a photocopy of the disability card indicating the disability and its level is attached to the application form. Documents stating that the host higher education institution is aware that the student is disabled and undertakes that it has appropriate facilities are also attached. The requested additional grant amounts and why they are needed must be detailed in the form as requested.

14.3 Applicants must provide information about other financial supports they currently receive and explain why these are insufficient for a mobility period abroad.

14.4 The Erasmus Coordination Office is responsible for ensuring that application forms are correct and complete, and the necessary arrangements to meet the student's needs must be made by the host higher education institution. The Centre evaluates each application individually and decides whether an additional grant can be given and, if so, the appropriate amount. The additional grant amount specified under the relevant item in the beneficiary's agreement is increased accordingly.

14.5 The maximum additional grant amount that can be given to a disabled student may not exceed the total grant amount the student/staff member will receive for the activity period.

CHAPTER TEN

Miscellaneous, Entry into Force and Execution

ARTICLE 15 – Cases not provided for

(1) In matters not provided for in this Directive, procedures are carried out by the Directorate of Student Affairs and the Erasmus Coordination Office in accordance with the provisions of the “Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation”, the “Istanbul Aydın University Graduate Education–Training and Examination Regulation”, and the “LLP–Erasmus Exchange Implementation Handbook” prepared by the EU Education and Youth Programs Centre for each academic year.

ARTICLE 16 – Entry into force

(1) This Directive enters into force as of the date it is adopted by the Istanbul Aydın University Senate.

ARTICLE 17 – Execution

(1) The provisions of this Directive are executed by the Rector of Istanbul Aydın University.