



GAZI UNIVERSITY

European Union Lifelong Learning Programme

Directive for Erasmus Mobility

Purpose and Content

Article 1.

This directive's aim is to regulate the procedure of students, academic member and administrative staff to attend Erasmus Study and Placement Programs of European Union Education and Youth Programmes.

Definitions

Article 2.

- a) **University:** Gazi University
- b) **International Relations Office:** The office on duty to hold the procedures on behalf of Gazi University's Rector
- c) **Erasmus Programme:** The Study and Placement Mobility intended for students, the Teaching and Training Mobility of academic and administrative staff of Lifelong Learning Programme in relevant to higher education
- d) **Erasmus Institutional Coordinator:** The academic member authorized by the Rector carrying the procedures of Erasmus Programme on behalf of Gazi University Rectorship
- e) **Erasmus Commission:** The committee consisting of relevant Faculty/ School / Institute Erasmus Coordinator, Erasmus Institutional Coordinator and the authorized Vice Rector
- f) **Faculty/School Erasmus Coordinator:** The academic member appointed by the relevant faculty/school's Dean/Headmaster
- g) **Institute Erasmus Coordinator:** The academic member appointed by the relevant institute's headmaster
- h) **Departmental Erasmus Coordinator:** The academic member appointed by the relevant department's headmaster
- i) **Bilateral Agreement:** The agreement between universities to exchange student/staff,
- j) **Learning Agreement:** The agreement stating the university where the student will study, courses and credits and signed by the student and both universities' departmental and institutional coordinators
- k) **Recognition Sheet:** The document stating the courses which the student takes from the host university match with those in Gazi University
- l) **ECTS Credit:** European Credit Transfer and Accumulation System
- m) **Instruction Handbook:** The practice handbook stating the rules and principles of procedures of Lifelong Learning Programme Erasmus Mobility

Authorized Person and Units

Article 3.

Erasmus Institutional Coordinator

Erasmus Institutional Coordinator is appointed by rector among academic members. He/she coordinates the all issues about Erasmus Programme all over the university. He/She signs the Bilateral Agreements and Learning Agreements. He/ She makes decisions with the committee and carries them.

Erasmus Commission

It consists of relevant Faculty/School/Institute Coordinator, Erasmus Institutional Coordinator, authorized Vice Rector and International Relations Office. They make decisions about Erasmus Programme all around the university. They coordinate and control the operation of Erasmus Programme and make the selection and arrangement of students. They schedule the selection process.

Faculty/School Erasmus Coordinator

Faculty/School Erasmus Coordinator is appointed by the relevant faculty/school's dean/head among the academic members. He/She conveys the relevant advancements in Erasmus Programme, taken decisions to the departmental coordinators. He/She coordinates the departmental coordinators and put the decisions into practice.

Institute Erasmus Coordinator

Institute Erasmus Coordinator is appointed by the relevant head of institute among the academic members (preferably the vice head in charge of student affairs of the institute). He/She conveys the relevant advancements in Erasmus Programme, taken decisions to the departmental coordinators. He/She coordinates the departmental coordinators and put the decisions into practice.

Departmental Erasmus Coordinator

Departmental Erasmus Coordinator is appointed by the relevant head of department among academic members. He/She introduces Erasmus Programme in the department, announces the relevant news and helps students, who wish to attend the programme, select any universities and courses. He/She is in charge of making Bilateral Agreements and updating them. He/She starts the process of students' courses after they return from abroad. Departmental Coordinators also consult incoming students about selecting the courses.

Institute Departmental Erasmus Coordinator

Institute Departmental Erasmus Coordinator is appointed by the relevant head institute department among academic members. Departmental Coordinators are also Institute Departmental Coordinator in postgraduate programs. The Erasmus Coordinators of interdisciplinary are appointed by the head institute department. Departmental Coordinators introduces Erasmus Programme, announces the relevant news and helps graduate students, who wish to attend the programme, choose any universities and courses. The Rectorship, Institute Erasmus Coordinator, International Relations

Office and Institutional Departmental Coordinator are in charge of selecting co-ordinately the students wishing to attend the programme and making Bilateral Agreements and carrying them. He/She directs the students who return from abroad about recognition of their courses taken in the university abroad. Institute Erasmus Coordinators also consult incoming graduate students about selecting the courses in our university.

International Relations Office

International Relations Office, which works within the Rectorship, carries the administrative procedures of students selected to take part in the programme in the direction of Erasmus Commission's decisions. It introduces Erasmus Programme in the university and prepares the introduction materials. It carries the correspondences with the relevant universities, presents the Bilateral Agreements for signature and keeps the original copies, gets in touch with the relevant coordinators and the Directorate of Student Affairs.

The information of coordinators appointed or whose task duration ends are reported to International Relations Office.

Outgoing Student Mobility For Study in Erasmus Programme

The Application Requirements and Election Process

Article 4.

In addition to the points in Instruction Handbook, the application requirements and election process are;

4.1 Phd students can't apply to Erasmus Programme in these periods;

- a) the last term when those, who haven't taken the proficiency exam yet, have to take it
- b) the term when those have to defend their thesis proposal

4.2 The lest score that students have to receive in the language exam is specified by International Relations Office, Erasmus Institutional Coordinator and the relevant Vice Rector and issued in the announcement.

The Academic Processes of Selected Students

Article 5.

- a) The nomination of selected students is sent to receiving university by International Relations Office.
- b) The courses to be taken in the receiving university don't need to have the same names but the contents between courses needs to be similar. If the content of one course suitable, it may recognised more than one course in the host university.
- c) Selected graduate or undergraduate students state both the courses in the host university and their equivalents in the home university and their both credits on Learning Agreement. The courses to be taken are specified by the Erasmus Coordinator and adviser of the students.

- d) Selected students sign a Learning Agreement. It is also signed by Erasmus Departmental Coordinator, Erasmus Institutional Coordinator and the coordinators in the host university. In this agreement the host university and the courses to be taken in there are stated.

Recognition Process

Article 6.

6.1. The requirement documents for recognition process are Learning Agreement, Recognition Sheet and the transcript taken from the host university. Students, having returned after completing their study in the host university, apply for recognition to their Erasmus Departmental Coordinator with their transcripts taken from the host university.

Recognition is made by the Faculty/Institute/School board decision upon the offer of the relevant Erasmus Departmental/Institute Coordinator. In the board decision the original codes, names, ECTS credits and grades of the courses taken at the host university are stated. The board uses the chart in Article 6.2 for grade conversion.

The board decision is sent to the Directorate of Student Affairs. The original codes, course names, ECTS credits and the grades in the relevant decision are transferred to the “Student Affairs Information System”. In the system Turkish names of the courses are also stated. A copy of last transcript that includes the recognised courses is sent to the student and International Relations Office by the Directorate of Student Affairs.

6.2 The grade conversion chart to be used for outgoing Erasmus students of Gazi University after their return

ECTS GRADE	GAZİ UNIVERSITY EQUIVALENT LETTER GRADE
A	AA
B	BA
C	BB
D	CB
E	CC
FX	DD
F	FF

The right of Make-up Exam

Article 7.

When Erasmus students fail in the host university, they don't have the right to take the make-up exam because they don't take the courses and mid-terms and finals in our university.

Outgoing Student Mobility for Placement in Erasmus Programme

Outgoing Student Mobility for Placement in Erasmus Programme

The Application Requirements and Election Process

Article 8.

In addition to the points in Instruction Handbook, the application requirements and election process are;

8.1 PhD students can't apply to Erasmus Programme in these periods;

- a) the last term when those, who haven't taken the proficiency exam yet, have to take it
- b) the term when those have to defend their thesis proposal
- c) the last term of the programme

8.2 The best score that students have to receive in the language exam is specified by International Relations Office, Erasmus Institutional Coordinator and the relevant Vice Rector and issued in the announcement.

8.3 Students receive approval from the relevant Head of Department / Institute and Erasmus Departmental Coordinator about their placement's field and company.

Things to Do Before Leaving For Students

Article 9.

Students who qualify to do Erasmus placement add Erasmus placement as a compulsory/selective course to their course list. When they succeed, the recognition of placement is completed by giving ECTS credit accordingly in Article 10.1.

Recognition Process of Placement

Article 10.

10.1 The relevant academic unit's board decision is required to recognize the placement in abroad of outgoing students as the compulsory internship at our university. Abroad internship of outgoing students from units which has compulsory internships is matched with the compulsory internship in the home university. On the other hand, abroad 3-month internship of students from units which don't have compulsory internship is recognized as a selective course.

The requirement documents for placement recognition are Certificate of Attendance and Certificate of Achievement. Students having returned after completing their placement apply for recognition to their Erasmus Departmental Coordinator with copies of certificate of attendance and achievement.

Recognition is made by the Faculty/Institute/School board decision upon the offer of the relevant Erasmus Departmental/Institute Coordinator. In the board decision it is stated that Erasmus placement has been done and if the placement done in abroad is a part of curriculum, it is recognized as a compulsory internship.

If the internship is not compulsory, in the board decision Erasmus placement having done is recognized as selective course selected before leaving. The board decision is sent to the Directorate of Student Affairs. Erasmus placement / the selective course stated in the relevant decision is transferred to the Student Affairs Information System. A copy of last transcript that includes the recognised placement is sent to the student and International Relations Office by the Directorate of Student Affairs.

Staff Mobility for Teaching and Training

Evaluation Process of Applications

Article 11.

The staff that have never benefited from mobility for teaching/training before

The units which have never got involved in mobility for teaching/training before

The applicants who plan to realise their mobility for teaching/training in countries /higher education institutions/businesses which have never got involved mobility for teaching/training or got involved less before are prior in applications.

Erasmus Commission decides a deadline for the application of Staff Mobility. The commission may decide more than one deadline in a term. If the applications are more than the quota specified before, the commission selects the candidates as a result of interviews.

Incoming Students

Article 12.

Foreign students who want to be Erasmus student in our university from partner universities apply through mail.

After their arrival they select their courses with Erasmus Departmental Coordinator in our university. At the end of their study a transcript prepared by the Erasmus Departmental Coordinator and approved by the relevant Dean's Office and a certificate of attendance prepared by the International Office are given to incoming students. The grade conversion of incoming students are made accordingly to the chart in Article 6.

Legal Clauses

Article 13.

The situations for which there are no provisions are issued according to provisions in Gazi University Undergraduate/Postgraduate Study and Examination Regulation and Erasmus Instruction Handbook released by European Union Education and Youth Programmes for every academic year.