

# ÖZYEĞİN UNIVERSITY

## INTERNATIONAL EXCHANGE PROGRAMS DIRECTIVES

### SECTION ONE

#### Purpose, Scope, Legal Ground, and Definitions

##### Purpose

**ARTICLE 1** – The purpose of these directives is to regulate the applicable processes for the activities that Özyeğin University will carry out within the framework of international (Erasmus and Global) exchange programs.

##### Scope

**ARTICLE 2** - The principles specified in these directives cover the applicable process for the mobility of students and teaching/administrative staff who participate in international exchange programs (i.e. Erasmus and Global) and the roles and responsibilities of relevant units and persons.

##### Legal Ground

**ARTICLE 3** - The principles determined by the European Commission and stipulated in the Erasmus Charter for Higher Education, the requirements set forth in the Erasmus Implementation Guidelines by the Center for EU Education and Youth Programmes (Turkish National Agency), international agreements, ECTS Users' Guide, and legislation published by the Higher Education Council (YÖK) constitute the legal basis for these directives.

##### Definitions

**ARTICLE 4** – (1) For the purpose of these Directives, the following terms shall have the following meanings hereinafter:

- a) **University;** Özyeğin University
- b) **Rector;** Rector of Özyeğin University
- c) **Senate;** Senate of Özyeğin University
- ç) **Dean;** Deans of the Özyeğin University Faculties
- d) **Faculty;** Faculties of Özyeğin University
- e) **School of Languages;** School of Languages at Özyeğin University,
- f) **School;** Schools of Özyeğin University
- g) **Graduate School;** Graduate Schools of Özyeğin University,
- ğ) **Director;** Directors of Graduate Schools and Schools at Özyeğin University
- h) **Department Head;** Department Heads of Faculties and Schools at Özyeğin University
- ı) **Departmental Coordinator;** Exchange Program Coordinators of Academic Departments at Özyeğin University,
- i) **Exchange Programs Commissions;** Exchange Programs Commissions at Özyeğin University,
- j) **International Exchange Programs Office (IEP);** International Exchange Programs Office at Özyeğin University,
- k) **Dean of Students;** Dean of Students at Özyeğin University,
- l) **Erasmus Institutional Coordinator;** Erasmus Institutional Coordinator at Özyeğin University
- m) **Erasmus Exchange;** Mobility activities within the scope of the Erasmus Program,
- n) **Global Exchange;** International exchange programs other than the Erasmus Program,
- o) **Student Services Directorate (SS);** Student Services Directorate at Özyeğin University,
- ö) **Partner Institution;** Özyeğin University's partner institutions for international exchanges,
- p) **National Agency (NA);** Turkish National Agency at the Center for EU Education and Youth Programs,
- r) **Legal Representative at the National Agency;** Özyeğin University Rector,
- s) **International Exchange Programs;** Erasmus Exchange and Global Exchange Programs
- ş) **Course and Credit Transfer Table;** The table used at Özyeğin University for course and credit transfers.

**SECTION TWO**  
**Roles and Responsibilities of Authorized Persons**

**Departmental Coordinator**

**ARTICLE 5** - (1) Departmental Coordinators are appointed among faculty by the respective Dean/Director, and the appointment letter is submitted to the International Exchange Programs Office. Different departmental coordinators can be assigned for undergraduate and graduate programs. The aforementioned procedure also applies to any change to Departmental Coordinators.

(2) Departmental Coordinator has the following roles and responsibilities:

- a) Provides support in promoting international exchange programs in the department, sharing information about these programs, establishing and executing agreements of the department, and student selection processes.
- b) Advises students who wish to participate in international exchange programs on their university and course selections.
- c) Signs the academic recognition documents of incoming/outgoing exchange students who have qualified to participate in international exchange programs, and submits these documents to the Dean/Director for approval.
- ç) Makes recommendations for the Faculty/School/Graduate School Executive Board decisions regarding the course and credit transfers of students who have returned from their international exchange programs abroad, and
- d) Advises incoming exchange students on their course selections and other academic matters.

**Exchange Programs Commission**

**ARTICLE 6** – (1) The Exchange Programs Commission is established by the Rector. The Commission Chair is appointed by the Rector.

(2) The Exchange Programs Commission evaluates the students, and teaching/administrative staff who have applied for mobility under the Erasmus Program based on the Implementation Guidelines published by the National Agency, and makes decisions regarding the selection and grant processes.

(3) The Exchange Programs Commission makes the necessary decisions regarding the selection and placement of students who have applied for the Global exchange programs.

**Erasmus Institutional Coordinator**

**ARTICLE 7** - (1) The Erasmus Institutional Coordinator is appointed by the Rector.

(2) Erasmus Institutional Coordinator have the following roles and responsibilities:

- a) Ensures coordination across the University for any matter pertaining to Erasmus Exchange, and
- b) Signs Erasmus bilateral agreements; and grant agreements between the University and the students/staff in a case in which the Legal Representative delegates its authority, or, regardless of the delegation of authority, signs letters of admission and learning agreements for incoming exchange students as well as letters addressed to the consulates for outgoing exchange students.

**International Exchange Programs Office**

**ARTICLE 8** – International Exchange Programs Office has the following roles and responsibilities:

- a) Completes administrative procedures for students/staff who are selected as incoming or outgoing exchange students/staff within the framework of international exchange programs.
- b) Ensures that international exchange programs are promoted within the University. Prepares materials, organizes meetings, and updates the website to that end.
- c) Corresponds with other higher education institutions, and prepares and updates bilateral agreements in coordination with relevant academic units.
- ç) Works in cooperation with academic and administrative units affiliated or not affiliated with the University for activities that fall within the scope of bilateral cooperation and exchange programs.
- d) Is in charge of communication with the Turkish National Agency within the scope of the Erasmus Program, as well as following up on the program rules and fulfilling the program requirements.

## **SECTION THREE**

### **Outgoing Student Procedures for Erasmus Exchange**

#### **Application Procedures**

**ARTICLE 9** - (1) Every year, the IEP organizes information meetings for students to promote Erasmus Exchange within the University for increased participation. Application information is announced on the IEP and University webpages and on student announcement boards.

(2) After obtaining the quotas from the relevant academic units, the IEP announces the application period, application requirements, and quotas in the Fall semester. Should there be any available quota left after all students are placed, a new application and evaluation calendar can be set for the remaining quotas. Application received after the announced application period are not considered.

(3) When making their preferences in their applications, students take into account their Departmental Coordinators' or thesis/academic advisors' opinion for matters such as the curriculum, course structure and course contents, language of instruction, and the European Credit Transfer System (ECTS) credits of courses at the host university.

(4) The student submits the required application documents to the IEP within the announced application period.

(5) Double major students apply by choosing only one of their majors (either their primary major or secondary major). Double major students who graduated from their primary majors can apply from their secondary major only.

(6) Students cannot apply from their minor programs.

(7) Students wishing to take part in Erasmus Exchange are personally responsible for keeping abreast of information messages sent by the IEP and regularly checking the IEP website.

#### **Application Requirements**

**ARTICLE 10** - (1) Students wishing to apply for Erasmus Exchange must satisfy the following requirements at the time of application:

- a) To have completed at least 24 ECTS in either the undergraduate or graduate program,
- b) To have obtained a grade point average of at least 2.20 out of 4.00 or 3.00 out of 4.00 for undergraduate and graduate students, respectively (for double major and minor students, the cumulative GPA on their transcripts will be applicable),
- c) To be registered for the Erasmus Language Examination (ELE), which is administered by the University in the new application period, or to have obtained at least 60 out of 100 in the previous Erasmus Language Examination,
- ç) For graduate students, to have submitted the letter of approval obtained from the academic/thesis advisor which confirms that the student may participate in Erasmus Exchange, and
- d) To satisfy other application requirements, if any, for the respective program.

(2) English Preparatory Program students, Scientific Preparation Program students, special students, students on leave of absence, and unregistered students are not eligible to apply for Erasmus Exchange.

(3) Bachelor's, thesis master's, and doctoral degree students can benefit from Erasmus Exchange for a maximum of two semesters and a summer session, while non-thesis master's degree students may benefit from Erasmus Exchange for a maximum of a semester.

(4) Students may participate in an exchange program in their senior years. However, by doing so, they accept the risk of delaying their graduation. These students must sign the commitment form prepared and submitted by the IEP to that end.

(5) At the time of being nominated to the partner institution, applicants must have completed at least 54 ECTS credits in their current programs from which they applied, with a minimum of 30 ECTS credits remaining for graduation.

- (6) A student's period of study or traineeship abroad with the Lifelong Learning Program, if any, as well as period of study abroad with Erasmus Exchange cannot exceed a total of 12 months on the same learning level (bachelor's, master's, PhD), regardless of whether or not any grant is awarded.
- (7) Unless otherwise is stated as a requirement by partner institutions or in relevant cooperation agreements, exchange program applications are accepted for one academic semester only, with a specific academic semester specified.

### **Evaluation and Placement**

**ARTICLE 11** - (1) Applications are evaluated by the IEP based on the application criteria determined for that year and announced before the application period. Evaluations are made per the rules announced by the Turkish National Agency and the relevant executive unit of the European Commission.

(2) Applicants who satisfy the application requirements but fail to obtain at least 60 out of 100 in the Erasmus Language Examination administered in the new application period or during the previous application period will not be considered.

(3) A ranking score is calculated for all applicants considered for evaluation. The ranking score is the sum of a base score and if applicable, a score in accordance with the additional criteria. The base score is determined by adding up 50% of the Erasmus Language Exam score and 50% of the CGPA on a 100 scale determined by the Higher Education Council. The additional criteria score is determined based on the current criteria published by the Turkish National Agency. The additional criteria score can be positive or negative. The criteria and scores used for calculating the ranking score are announced on the IEP web pages and in the application announcement.

(4) Placements are made by the IEP, based on students' ranking, and preferred universities, as well as host universities' exchange quotas. Evaluation and placement results are announced on the IEP and university webpages.

(5) A student who qualifies to participate in an exchange program must satisfy the minimum application requirements of the partner institution before the date of nomination determined by the partner institution. Otherwise, the partner institution may reject the student's application.

(6) The final decision to admit a nominated student is made by the partner institution based on the result of evaluation.

(7) The final status of outgoing students is determined with the Faculty / School / Graduate School Executive Board decision.

### **Courses to be taken and Transfer of Courses and Credits**

**ARTICLE 12** - (1) Courses which will be taken by a placed student at the partner institution are determined by filling out the Learning Agreement (**ANNEX 1**) and the Course and Credit Transfer Table (**ANNEX 2**) before the mobility. These will be signed and approved by the Departmental Coordinator for undergraduate students, and by the Thesis Advisor, or if not yet assigned, by the Academic Advisor for graduate students. A copy of the fully signed Learning Agreement is submitted to the host institution and another copy to the IEP by the student. A copy of the signed Course and Credit Transfer Table is submitted to the IEP by the student.

(2) If a course that the student will take at the partner institution with Erasmus Exchange is listed in the Course and Credit Transfer Table as a corresponding course offered at the University and there is a prerequisite for that corresponding course, the student must have successfully completed the prerequisite course previously in order to be eligible to take the course at the partner institution.

(3) A student participating in the Erasmus Exchange must take at least 30 ECTS credits per semester. In justified cases, Learning Agreements with fewer than 30 ECTS credits are subject to the approval of the people listed in Article 12, clause 1 of these directives. Students are personally held responsible for any delay in graduation that may result from failure to complete the required credits.

(4) Students are liable for submitting all changes to their study plan to the people listed in Article 12, clause 1 of these directives before the end of the mobility period at the partner institution, and obtain the necessary approvals and submit the new documents that contain the changes to the Learning Agreement, and the Course and Credit Transfer Table before the end of the mobility period.

(5) Once the student submits the required documents for Erasmus Exchange, the IEP submits the transcript received from the partner institution at the end of mobility period to the respective Faculty/School/Graduate School and the people listed in Article 12, clause 1 of these directives.

(6) Documents to be processed during the course and credit transfer process are the Learning Agreement, Course and Credit Transfer Table, and the official transcript submitted to the IEP by the partner institution. The respective academic units may request additional documents, if they deem necessary.

(7) The credit transfer of courses successfully completed at the partner institution is completed upon the recommendation of the persons listed in Article 12, clause 1 and the decision of the respective Faculty / School / Graduate School Executive Board. Courses for which necessary approvals are obtained as specified in Article 12, clause 1 and 4 of these directives, and which are successfully completed are transferred without any loss of credits. However, the Faculty/School/Graduate School Executive Board may make changes it deems necessary to the Course and Credit Transfer Table by taking into account the courses the student failed, if any.

(8) The courses and credits of an outgoing Erasmus Exchange student are transferred without the need for any additional application. The courses the student failed and courses which are not approved within the scope of the Learning Agreement are not transferred.

(9) The student is responsible for submitting the partner institution's transcript to the University on time.

(10) When evaluating the transcripts received from partner institutions in order to transfer courses and credits, the Faculty / School / Graduate School Executive Board uses the grade conversion tables approved by the Rector's Office and announced on the website.

(11) The decision of the Faculty/School/Graduate School Executive Board is then sent to the SS and the IEP.

### **Roles and Responsibilities of Students**

**ARTICLE 13** – (1) Application documents required by the partner institution are prepared by the student. However, the IEP offers consultancy during the preparation of these documents, and all correspondences are made by the IEP till the students submits the application to the partner institution.

(2) The student is responsible for submitting all of the required documents to the partner institution before the deadline given to the student by the partner institution.

(3) The student is also personally responsible for completing processes such as travel planning, passport and visa procedures, residence permit applications in the country of destination, purchasing travel insurance suitable for the purpose, and providing a letter of guarantee from the bank. The student must also attend the information session to be held on these topics before his departure. Students who fail to attend this meeting without a justified reason are subject to a point deduction in their upcoming Erasmus Exchange applications as per the up-to-date requirements announced by the Turkish National Agency.

(4) The student who decides not to participate in Erasmus Exchange must notify the IEP of his/her decision in writing within the dates announced by the IEP. The student must send this notification before the start of the course add-drop period in order to be eligible to renew his/her semester registration at the University in the respective semester.

(5) The student who participates in Erasmus Exchange is responsible for adhering to the rules and regulations of the partner institution. Should the student receive a disciplinary action at the partner institution, the disciplinary action is also recorded on the student's file at the University.

### **Grant Agreement and Grant Payments**

**ARTICLE 14** - (1) A grant agreement is signed by and between the University and the student before Erasmus Exchange. This agreement sets forth the grant amount the student will receive and the roles and responsibilities of the parties.

(2) The maximum duration of grant which the University will award to students for that year and the allocation method as well as the monthly grant amounts which are determined by the NA by country are announced in the application announcement made by the IEP.

(3) The IEP calculates the amount of grant to be allocated to the student based on the student's Erasmus Exchange mobility period, the maximum grant amount the University can allocate, and the grant amount determined by the NA by country. Should the actual period of study abroad with Erasmus Exchange last

shorter than the foreseen period, the grant amount is calculated again based on the actual period of mobility. Grants are paid as calculated.

(4) In a case in which the amount of grant specified in the grant agreement which is signed between the student and the University has to be increased due to the extension of the student's Erasmus Exchange mobility period and/or unavoidable reasons, a supplementary grant agreement is signed between the student and the University.

(5) The student who is selected for Erasmus Exchange but is not awarded grant support may still participate in Erasmus Exchange so long as he signs the grant agreement which states that the student is not a grant recipient.

(6) The names of the students who are awarded grant support and signed the agreement are notified to the Finance Department by the IEP. As specified in the grant agreement, 80% of the grant support is paid to the student before the mobility. The remaining 20% is paid after the student completes his exchange, so long as the requirements specified in the agreement are fulfilled, and the following documents are submitted to the IEP:

- a) A transcript attesting that the student successfully completed a minimum of 20 ECTS credit course load at the partner institution,
- b) The approved Learning Agreement, containing the changes made, if any, and
- c) Certificate of attendance which certifies the period of mobility at the partner institution.

Otherwise, the remaining 20% of grant support is not paid.

(7) Failure to submit the transcript, certificate of attendance, and the Learning Agreement, or failure to fulfil the agreement requirements will result in cancellation of Erasmus Exchange, and the IEP will ask a refund from such students for the grants they received, if any.

(8) In a case in which the student needs to refund the University for the grant received, the reason for refund, the amount of refund, and the University bank account in which the refund is to be deposited are notified to the student by the IEP via email. The student is responsible for making the refund and submitting the receipt to the IEP within 15 business days from the date of notice. Students who fail to make the refund cannot renew their registrations as per "Registration Renewal" article of the Rules and Regulations for Undergraduate Programs" and "Rules and Regulations for Graduate Programs".

(9) Should the University find additional funding, the University may decide to subsequently award grant support to the students who started their exchange program without grant. When making this decision, the provisions of the NA's Implementation Guidelines for the respective year and students' ranking score are considered.

### **Students' Status at the University and Administrative Procedures**

**ARTICLE 15** - (1) As per Article 22, clause 4 of the "Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions", the student pays the tuition of the semester in which he/she will be on exchange to the University and renews student registration within the dates announced on the academic calendar. The student does not pay any additional tuition fee to the partner institution.

(2) The semesters spent in the partner institution within the scope of the Erasmus Exchange are counted toward the maximum period of study at the University.

(3) Students follow up with Dormitory Management about their dormitory requests pertaining the semesters following their return from the exchange program.

(4) The scholarships of students receiving scholarships from the University are evaluated based on the terms and conditions of the respective scholarships for the semesters in which students will be on Erasmus Exchange.

(5) Students' requests for extending their Erasmus Exchange mobility period are evaluated by the IEP, and the Departmental Coordinator, or the thesis and/or academic advisor so long as the following conditions are satisfied:

- a) The agreement and the quota allow for such an extension,
- b) The extension request is accepted by the partner institution,
- c) The extension will not preclude other students from taking part in the exchange program,
- ç) The extension is in line with the NA's Implementation Guidelines, and
- d) The extension is deemed academically acceptable.

(6) The result of the extension request is notified to the student by the IEP via email. If the extension request is approved, a Faculty / School / Graduate School Executive Board decision is made regarding the student's registration status, and the decision is submitted to the SS.

(7) As specified in Article 13, clause 4 of these directives, a Faculty / School / Graduate School Executive Board decision is made regarding students who decide not to participate in Erasmus Exchange and the decision is submitted to the SS.

## **SECTION FOUR**

### **Outgoing Student Procedures for Global Exchange Programs**

#### **Application Procedures**

**ARTICLE 16** - (1) Every year, the IEP organizes information sessions for students to promote Global Exchange within the University for increased participation. Application information is announced on the IEP and University webpages and on student announcement boards.

(2) After obtaining the quotas from partner institutions, the IEP announces the application period, application requirements, and quotas in the Fall semester. Should there be any available quota left after all students are placed, a new application and evaluation calendar can be set for the remaining quotas. Applications received after the announced application period are not considered.

(3) When making their preferences in their applications, students take into account their Departmental Coordinators' or thesis/academic advisors' opinion for matters such as the curriculum, course structure and course contents, language of instruction, and credits of courses at the host university.

(4) The student submits the required application documents to the IEP within the announced application period.

(5) Double major students apply by choosing only one of their majors (either their primary major or secondary major). Double major students who graduated from their primary majors can apply from their secondary majors only.

(6) Students cannot apply from their minor programs.

(7) Students wishing to take part in Global Exchange are personally responsible for keeping abreast of information messages sent by the IEP and regularly checking the IEP website.

#### **Application Requirements**

**ARTICLE 17** - (1) Students who will apply for Global Exchange must satisfy the following application requirements:

- a) To have completed at least 24 ECTS in either the undergraduate or graduate program,
- b) To have a minimum of 24 ECTS credits remaining for graduation from their primary majors in case of undergraduate students,
- c) To have obtained a cumulative grade point average of at least 2.80 out of 4.00 or 3.00 out of 4.00 for undergraduate and graduate students, respectively (for double major and minor students, the cumulative GPA in their transcripts will be applicable),
- ç) For graduate students, to have submitted the letter of approval obtained from the academic/thesis advisor which confirms that the student may participate in Global Exchange,
- d) To have a clean disciplinary record, and
- e) To satisfy other application requirements, if any, for the respective program for which the student applies.

(2) English Preparatory Program students, Scientific Preparation Program students, special students, students on leave of absence, and unregistered students are not eligible to apply for Global Exchange.

(3) Bachelor's, thesis master's, and doctoral degree students can benefit from Global Exchange for a maximum of two semesters and a summer session, while non-thesis master's degree students may benefit from Global Exchange for a maximum of a semester.

(4) Unless otherwise is stated as a requirement by partner institutions, exchange program applications are accepted for one academic semester only with a specific academic semester specified.

### **Evaluation and Placement**

**ARTICLE 18** - (1) Applications are evaluated based on the the application criteria determined for that year and announced before the application period. Evaluation is made through the interview method by a jury consisting of the Departmental Coordinator and the IEP officials for undergraduate students, and the thesis advisor, or if not assigned yet, the academic advisor and IEP officials for graduate students, respectively. The jury submits its recommendations for student placements to the Exchange Program Commission, which will make the final decision.

(2) In jury evaluation, the student's academic standing, language proficiency, reason for participation in the program, and ability to represent the University abroad as well as the academic and personal value the receiving program will add to the student, to what degree the student will be able to demonstrate its experience in the University upon his return, and the student's previous international experiences are considered. The student is awarded a score on a 100 scale at the end of the interview.

(3) Students who are unable to attend the interview may be granted the right to make up the interview based on the principles set forth by the University. Students, who for any reason, could not exercise their right to a make-up interview are not granted a second opportunity to make-up the interview they missed. The justified reasons and the principles for make-ups are specified below:

a) In order to be eligible for a make-up interview on the grounds of sick leave, students must submit a written petition to the IEP by the end of the third business day from the date of the interview they missed with a documentable reason.

b) Students who are assigned to represent the University in national and international athletic, cultural, scientific, and artistic events are granted the right to make up the interview they miss due to their participation in the assigned events based on the principles set forth by the Senate so long as the IEP is informed.

Reasons given by students are evaluated by the jury. If deemed justified, the IEP delivers a new interview date to the student.

(4) In order to complete evaluations, students must have obtained the minimum score in one of the international foreign language examinations listed in the IEP's announcement, and submit their exam results to the IEP within the announced dates.

(5) Students who satisfy the minimum language proficiency level listed in the application requirements are ranked based on their interview scores and placed to the partner institutions of their choice.

(6) Students whose total score after evaluation is 59 points or lower are not placed to partner institutions.

(7) The interview score of a student who previously participated in Global Exchange is deducted by 5 points in the subsequent application evaluation.

(8) Placements are made by the Exchange Programs Commission by considering students' ranking, and preferred universities, as well as partner institutions' exchange quotas. Evaluation and placement results are announced on the IEP and university webpages.

(9) Students who qualify to participate in exchange programs must satisfy the minimum application requirements of partner institutions before the date of nomination determined by partner institutions. Otherwise, partner institutions may reject students' application.

(10) The final decision to admit a nominated student is made by the partner institution based on the result of evaluation.

(11) The final status of outgoing students is determined with the Faculty/School/Graduate School Executive Board decision.

(12) Students may petition to the IEP within three business days from the announcement of the placement results to have their placement results reviewed by the Exchange Programs Commission.



### **Courses to be taken and Transfer of Courses and Credits**

**ARTICLE 19** - (1) Courses which will be taken by a placed student at the partner institution are determined by filling out the Course and Credit Transfer Table before the mobility. This form is signed and approved by the Departmental Coordinator for undergraduate students, and by the Thesis Advisor, or if not yet assigned, by the Academic Advisor for graduate students. A copy of the signed Course and Credit Transfer Table is submitted to the IEP by the student.

(2) If a course that the student will take at the partner institution with Global Exchange is listed in the Course and Credit Transfer Table as a corresponding course offered at the University and there is a prerequisite for that corresponding course, the student must have successfully completed the prerequisite course previously in order to be eligible to take the course at the partner institution.

(3) A student participating in Global Exchange must take at least 30 ECTS credits per semester. In justified cases, Course and Credit Transfer Tables with fewer than 30 ECTS credits are subject to the approval of the people listed in Article 19, clause 1 of these directives. Students are personally held responsible for any delay in graduation that may result from failure to complete the required credits.

(4) Students are liable for submitting all changes to their curriculum to the people listed in Article 19, clause 1 of these directives before the end of the period of study abroad at the partner institution, and obtain the new Course and Credit Table, which shows accepted changes, and necessary approvals before the end of the mobility period.

(5) Once the student submits the required documents for Global Exchange, the IEP submits the transcript received from the partner institution at the end of the period of study abroad to the respective Faculty/School/Graduate School and the people listed in Article 19, clause 1 of these directives.

(6) Documents to be processed during the course and credit transfer process are the Course and Credit Transfer Table, and the official transcript submitted to the IEP by the partner institution. The respective academic units may request additional documents, if they deem necessary.

(7) The credit transfer of courses successfully completed at the partner institution is completed upon the recommendation of the persons listed in Article 19, clause 1 and the decision of the respective Faculty / School / Graduate School Executive Board. Courses for which necessary approvals are obtained as specified in Article 19, clause 1 and 4 of these directives, and which are successfully completed are transferred without any loss of credits. However, the Faculty/School/Graduate School Executive Board may make changes it deems necessary to the Course and Credit Transfer Table by taking into account the courses the student failed, if any.

(8) The courses and credits of an outgoing Global Exchange student are transferred without the need for any additional application. The courses the student failed and the courses which are not approved within the scope of the Course and Credit Transfer Table are not transferred.

(9) The student is responsible for submitting the partner institution's transcript to the University on time.

(10) When evaluating the transcripts received from partner institutions in order to transfer courses and credits, the Faculty/School/Graduate School Executive Board uses the grade conversion tables approved by the Rector's Office and announced on the website.

(11) The decision of the Faculty/School/Graduate School Executive Board is then sent to the SS and the IEP.

### **Roles and Responsibilities of the Global Exchange Student**

**ARTICLE 20** - (1) Application documents required by the partner institution are prepared by the student. However, the IEP offers consultancy during the preparation of these documents, and all correspondences are made by the IEP till the students submits the application to the partner institution.

(2) The student is responsible for submitting all of the required documents to the partner institution before the deadline given to the student by the partner institution.

(3) The student is also personally responsible for following up on processes such as travel planning, passport and visa procedures, residence permit applications in the country of destination, purchasing travel insurance suitable for the purpose, and providing a letter of guarantee from the bank. The student must also attend the information meeting to be held on these topics before his departure. Students who fail to attend this meeting without a justified reason are subject to a 5-point reduction in their future Global Exchange applications.

(4) The student who decides not to participate in Global Exchange must notify the IEP of his/her decision in writing within the dates announced by the IEP. The student must send this notification before the start of the course add-drop period in order to be eligible to renew his registration at the University in the respective semester.

(5) The student who participates in Global Exchange is responsible for adhering to the rules and regulations of the partner institution. Should the student receive a disciplinary action at the partner institution, the disciplinary action is also recorded on the student's file at the University.

(6) The student signs a letter of commitment provided by the IEP before the start of the period of study abroad, regarding the fact that the student's graduation may be delayed.

### **Students' Status at the University and Administrative Procedures**

**ARTICLE 21** - (1) As per Article 22, clause 4 of the "Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions", the student pays the tuition of the semester in which he will be on exchange to the University and renews his registration within the dates announced on the academic calendar. The student does not make any additional payment to the partner institution.

(2) The semesters spent at the partner institution within the scope of Global Exchange are counted towards the maximum period of study at the University.

(3) Students follow up with Dormitory Management about their dormitory requests pertaining the semesters following their return from the exchange program.

(4) The scholarships of students receiving scholarships from the University are evaluated based on the terms and conditions of the respective scholarships for the semesters in which students will be on Global Exchange.

(5) Students' requests for extending their study abroad period for Global Exchange are evaluated by the IEP, and the Departmental Coordinator, or the thesis and/or academic advisor so long as the following conditions are satisfied:

- a) The agreement and the quota allow for such an extension,
- b) The extension request is accepted by the partner institution,
- c) The extension will not preclude other students from taking part in the exchange program,
- d) The extension is deemed academically acceptable.

(6) The result of the extension request is notified to the student by the IEP via email. If the extension request is approved, a Faculty/School/Graduate School Executive Board decision is made regarding the student's registration status, and the decision is submitted to the SS.

(7) As specified in Article 20, clause 4 of these directives, a Faculty/School/Graduate School Executive Board decision is made regarding students who decide not to participate in Global Exchange, and the decision is submitted to the SS.

## **SECTION FIVE**

### **Outgoing Student Procedures for Erasmus Student Mobility for Traineeships**

#### **Application Procedures**

**ARTICLE 22** - (1) Students may complete their mandatory or non-credit internships listed in the curricula of their degree programs within the scope of the Erasmus Student Mobility for Traineeships. Every year, the IEP organizes info meetings for students to promote the Erasmus Student Mobility for Traineeships within the University and increase participation.

(2) The IEP announces the application period, application requirements, and grant distribution quotas in the Fall semester on the IEP and University websites. Should there be any available quota left after student selections, a new application and evaluation calendar can be set.

- (3) Students submit the required application documents to the IEP within the announced application period. Applications received after the announced application period are not considered.
- (4) Double major students apply by choosing only one of their majors (either their primary major or secondary major). Double major students who graduated from their primary majors can apply from their secondary major only.
- (5) Students cannot apply from their minor programs.
- (6) Students wishing to take part in Erasmus Student Mobility for Traineeships are personally responsible for keeping abreast of information messages sent by the IEP and regularly checking the IEP website.
- (7) Students wishing to have their Erasmus Student Mobility for Traineeships counted towards their mandatory internships must complete the internship application and approval process of their degree programs at the University.

### **Application Requirements**

**ARTICLE 23** - (1) Students wishing to apply for the Erasmus Student Mobility for Traineeships must satisfy the following requirements at the time of application:

- a) To have completed at least 24 ECTS in either the undergraduate or graduate program,
- b) To have obtained a cumulative grade point average of at least 2.20 out of 4.00 or 3.00 out of 4.00 for undergraduate and graduate students, respectively (for double major and minor students, the cumulative GPA on their transcripts will be applicable),
- c) To be registered for the Erasmus language examination which is administered by the University in the new application period or to have obtained at least 60 out of 100 in the previous Erasmus language examination,
- ç) In order to be eligible for applications, students must be currently registered in their degree programs, and
- d) To obtain a letter of admission from the internship sponsor/employer and have it signed and approved by the Departmental Coordinator for undergraduate students, and by the Thesis Advisor, or if not yet assigned, by the Academic Advisor for graduate students.

(2) English Preparatory Program students, Scientific Preparation Program students, special students, students on leave of absence, and unregistered students are not eligible to apply for Erasmus Student Mobility for Traineeships.

(3) The term of traineeship must satisfy the minimum term of traineeship specified in the NA's Implementation Guidelines.

(4) Students must complete their non-credit internships within 12 months from the date of graduation.

(5) A student's period of study or traineeship abroad with the Lifelong Learning Program, if any, as well as period of study abroad with Erasmus Exchange cannot exceed a total of 12 months on the same learning level (bachelor's, master's, PhD), regardless of whether or not any grant is awarded.

### **Evaluation and Student Selection**

**ARTICLE 24** - (1) Applications are evaluated by the Exchange Programs Commission based on the the application criteria determined for that year and announced before the application period. Evaluations is made per the rules announced by the relevant executive unit of the Turkish National Agency and the European Commission.

(2) Applicants who satisfy the application requirements but fail to obtain at least 60 out of 100 in the Erasmus Language Examination administered in the new or previous application period will not be considered.

(3) A ranking score is calculated for all applicants considered for evaluation. The ranking score is the sum of a base score and and if applicable, a score in accordance with the additional criteria. The base score is determined by adding up 50% of the Erasmus Language Exam score and 50% of the CGPA on a 100 scale determined by the Higher Education Council. The additional criteria score is determined based on the current criteria published by the Turkish National Agency. The additional criteria score can be positive or

negative. The criteria and scores used for calculating the ranking score are announced on the IEP web pages and in the application announcement.

(4) Students are selected by the IEP by considering students' ranking, and the University's grant distribution quotas for Erasmus Student Mobility for Traineeships. Evaluation and selection results are announced on the IEP and university webpages.

(5) The final status of outgoing students for Erasmus Student Mobility for Traineeships is determined with the Faculty/School/Graduate School Executive Board decision.

### **Roles and Responsibilities of Students**

**Article 25** – (1) Students' roles and responsibilities for the Erasmus Student Mobility for Traineeships before the mobility are as follows:

a. Students are responsible for finding their internship sponsors/employers on their own and submitting their letter of admission to the IEP.

b. Students are responsible for having the Outgoing Student's Traineeship Approval Form (**ANNEX 3**) approved by their Internship Coordinators or their Academic Advisors or their Program Coordinators, and submit a copy of the form to the IEP.

c) Prior to the traineeship, students fill out the Learning Agreement for Traineeship (**ANNEX 4**), and this form is signed and approved by the Departmental Coordinator for undergraduate students, and by the Thesis Advisor, or if not yet assigned, by the Academic Advisor for graduate students. Students submit a copy of the signed Learning Agreement for Traineeship to the IEP before the traineeship.

ç. The student is also personally responsible for following up on processes such as travel planning, passport and visa procedures, residence/work permit applications in the country of destination, purchasing travel insurance suitable for the purpose, and providing a letter of guarantee from the bank. The student must also attend the information meeting to be held on these topics before his departure. Students who fail to attend this meeting without a justified reason are subject to point deduction in their future Erasmus program applications as per the latest requirements announced by the Turkish National Agency.

d. The student who decides not to participate in Erasmus Student Mobility for Traineeships must notify the IEP of his decision in writing within the dates announced by the IEP.

(2) Students' roles and responsibilities for the Erasmus Student Mobility for Traineeships after the mobility are as follows:

a. Students are responsible for having the Returning Student's Traineeship Approval Form (**ANNEX 5**) approved by their Internship Coordinators or their Academic Advisors or their Program Coordinators, and submit a copy of the form to the IEP.

b. Students who completed their mandatory internships through Erasmus Student Mobility for Traineeships must complete the internship application and approval process of their degree programs after returning from their traineeship.

### **Recognition of Erasmus Student Mobility for Traineeships**

**ARTICLE 26** - (1) In order to indicate on the transcript that students have completed their mandatory internship courses in accordance with their graduation requirements and additionally in order to show on the transcript that they participated in Erasmus Student Mobility for Traineeships, the phrase "Erasmus Internship Mobility" is denoted by SS next to the name of the internship course in which the students who completed their internships through Erasmus Student Mobility for Traineeships are to be registered.

(2) The recognition of non-credit internships completed through Erasmus Student Mobility for Traineeships is ensured by the University by denoting internship information in the Section 6.1 of the Diploma Supplement, which is awarded at the time of graduation.

### **Grant Agreement and Grant Payments**

**ARTICLE 27** - (1) A grant agreement is signed by and between the University and the student before Erasmus Student Mobility for Traineeships. This agreement sets forth the grant amount the student will receive and the roles and responsibilities of the parties.

(2) The maximum duration of grant which the University will award to students for that year and the allocation method as well as the monthly grant amounts which are determined by the NA by country are announced in the application announcement made by the IEP.

(3) The IEP calculates the amount of grant to be allocated to the student based on the student's Erasmus Student Mobility for Traineeships period, the maximum grant amount the University can allocate, and the grant amount determined by the NA by country. Should the actual Erasmus Student Mobility for Traineeships period last shorter than the forecasted period, the grant amount is re-calculated based on the actual period of traineeship. Grants are paid as calculated.

(4) In a case in which the amount of grant specified in the grant agreement which is signed between the student and the University has to be increased due to the extension of the student's Erasmus Student Mobility for Traineeships period and/or unavoidable reasons, a supplementary grant agreement is signed between the student and the University.

(5) The names of the students who are awarded grant support and who signed the grant agreement are notified to the Finance Department by the IEP. As specified in the grant agreement, 80% of the grant support is paid to the student before departure. The remaining 20% is paid after the student completes his traineeship so long as the student fulfills the requirements specified in the agreement, and submits the Learning Agreement for Traineeship, whose evaluation page is filled out and signed by the internship sponsor, to the IEP. Otherwise, the remaining 20% of grant support is not paid.

(6) Failure to submit the Learning Agreement for Traineeship or failure to fulfill the agreement requirements will result in cancellation of Erasmus Student Mobility for Traineeship, and the IEP will ask a refund from such students for the grants they received, if any.

(7) In a case in which the student needs to refund the University for the grant received, the reason for refund, the amount of refund, and the University bank account in which the refund is to be deposited are notified to the student by the IEP via email. The student is responsible for making the refund and submitting the receipt to the IEP within 15 business days from the date of notice. Students who fail to make the refund cannot renew their registrations as per "Registration Renewal" article of the Rules and Regulations for Undergraduate Programs" and "Rules and Regulations for Graduate Programs".

### **Students' Status at the University and Administrative Procedures**

**ARTICLE 28** - (1) In a case in which the period of traineeship falls within the academic calendar, the student pays the tuition of the semester in which he will take part in the Erasmus student mobility for traineeships to the University and renews his registration within the dates announced on the academic calendar as per Article 22, clause 4 of the "Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions".

(2) Students follow up with Dormitory Management about their dormitory requests pertaining the semesters following their return from the student mobility for traineeships.

(3) The scholarships of students receiving scholarships from the University are evaluated based on the terms and conditions of the respective scholarships for the semesters in which students will be on Erasmus Student Mobility for Traineeships.

## **SECTION SIX**

### **Incoming Student Procedures for Erasmus Exchange Program**

#### **Applying to the University**

**ARTICLE 29** - (1) Students wishing to come to the University as incoming exchange students are nominated by the exchange programs office of their home universities. These students fill out the IEP's online application form and submit it before the deadline for applications.

#### **Evaluation, Letter of Admission, and Information**

**ARTICLE 30** - (1) Student applications are concluded by the IEP based on available quotas as per inter-institutional agreements, sufficiency of the student's application documents, and the respective department's positive ruling about the student's academic standing.

(2) The IEP prepares and sends letters of admissions to students whose applications are accepted, and informs those whose applications are rejected.

(3) The IEP informs students in writing about visa procedures, academic calendar, mandatory orientation program, life on campus, residence permit applications, and health insurance before the start of the period of study abroad.

(4) The IEP offers consultancy to incoming students for internal administrative procedures at the University.

(5) Students are responsible for adhering to the University's academic and administrative rules.

#### **Course Selection and Learning Agreement**

**ARTICLE 31** - (1) The incoming student fills out the Learning Agreement in order to select the courses he will take at the University based on the ECTS Course Catalogue published on the University's website, and submits the Learning Agreement to the IEP before the deadline given in the application announcement.

(2) In a case in which the courses selected by the student are not offered by the University, the student may fill out the revisions page on the Learning Agreement and make changes to the selected courses with the approval of the Departmental Coordinators at both institutions.

(3) Departmental Coordinators offer consultancy to incoming Erasmus Exchange students for course selections and sign their Learning Agreements. Before approving the students' course selections, Departmental Coordinators check whether there are any courses with pre-requisites, and if any, make sure that these pre-requisites are duly satisfied by reviewing the students' transcripts or the relevant course contents.

(4) The courses requested from the University and listed in the signed Learning Agreement by students are submitted to the SS by the IEP. Course registrations of incoming exchange students are completed by the SS.

(5) Students' maximum course load for a semester is 36 ECTS credits.

(6) Students must withdraw from the courses they wish to drop via the SIS system within the dates determined by the University. The withdrawal article of the University's Rules and Regulations for Undergraduate Programs, which stipulates that students may withdraw from at most two courses in a semester, is not applicable to exchange students. Nevertheless, exchange students cannot withdraw from all of the courses in which they are registered.

#### **Registration Procedures**

**ARTICLE 32** - (1) The final status of incoming students is determined with the Faculty/School/Graduate School Executive Board decision. These students are enrolled in the University once the FEB decision is submitted to the SS.

(2) Students who change their mind and decide not to come are notified to the relevant Faculty/School/Graduate School and the SS by the IEP.

### **Orientation Program**

**ARTICLE 33** – (1) The IEP organizes an orientation program for incoming students at the beginning of each semester.

(2) Within the scope of this program, students are introduced to the academic processes and automation systems at the University; informed about the applications they need to submit to public bodies; offered a variety of social and cultural events, campus tours, and trips; and get acquainted with life in Istanbul.

(3) Departmental Coordinators offer consultancy to incoming exchange students about adjustment to their new programs.

### **Students' Status at the University and Return Procedures**

**ARTICLE 34** – (1) Students who are enrolled in the University within the scope of Erasmus Exchange are not awarded any diploma or title. These students are responsible for adhering to the University's academic and administrative rules.

(2) Students residing in the dormitories of the University are subject to the Dormitory Directives.

(3) Students whose period of study abroad is expired are provided with an "Eligibility Check Form" by the SS. Through this form, the University's units including academic units, the Finance Department, Dormitory Management, Security Office, Library, and the Athletic Center check whether the student fulfilled all of his obligations in order to be eligible to leave the University.

(4) The IEP sends the English ECTS transcripts to the partner institution's officials for students who complete their exchange semesters at the University.

(5) Students' email access is terminated as of the date announced by the SS.

## **SECTION SEVEN**

### **Incoming Student Procedures for the Global Exchange Program**

#### **Applications for the University**

**ARTICLE 35** - (1) Students wishing to come to the University as incoming exchange students are nominated by the exchange programs office of their home universities. These students fill out the IEP's online application form and submit it before the deadline for applications.

#### **Evaluation, Letter of Admission, and Information**

**ARTICLE 36** - (1) Student applications are concluded by the IEP based on available quotas as per inter-institutional agreements, sufficiency of the student's application documents, and the respective department's positive ruling about the student's academic standing.

(2) The IEP prepares and sends letters of admissions to students whose applications are accepted, and informs those whose applications are rejected.

(3) The IEP informs students in writing about visa procedures, academic calendar, mandatory orientation program, life on campus, residence permit applications, and health insurance before the start of the period of study abroad.

(4) The IEP offers consultancy to incoming students for internal administrative procedures at the University.

(5) Students are responsible for adhering to the University's academic and administrative rules.

#### **Course Selection and Study Plan**

**ARTICLE 37** - (1) The incoming student fills out the "Study Plan" (**ANNEX6**) in order to select the courses at the University based on the ECTS Course Catalogue published on the University's website, and submits the "Study Plan" to the IEP before the deadline given in the application announcement.

(2) In a case in which the courses selected by the student are not offered by the University, the Study Plan can be revised and courses can be changed with the approval of the Departmental Coordinators at the University and the partner institution.

(3) Departmental Coordinators offer consultancy to incoming Global Exchange students for course selections and sign their Study Plans. Before approving the students' course selections, Departmental

Coordinators check whether there are any courses with pre-requisites, and if any, make sure that these pre-requisites are duly satisfied by reviewing the students' transcripts or the relevant course contents.

(4) The courses requested from the University and listed in the signed Study Plan by students are submitted to the SS by the IEP. Course registrations of incoming exchange students are completed by the SS.

(5) Students' maximum course load for a semester is 36 ECTS credits.

(6) Students must withdraw from the courses they wish to drop via the SIS system within the dates determined by the University. The withdrawal article of the University's Rules and Regulations for Undergraduate Programs, which stipulates that students may withdraw from at most two courses in a semester, is not applicable to exchange students. Nevertheless, exchange students cannot withdraw from all of the courses in which they are registered.

### **Registration Procedures**

**ARTICLE 38** - (1) The final status of incoming students is determined with the Faculty/School/Graduate School Executive Board decision. These students are enrolled in the University once the Executive Board decisions are submitted to the SS.

(2) Students who change their mind and decide not to come are notified to the relevant Faculty/School/Graduate School and the SS by the IEP.

### **Orientation Program**

**ARTICLE 39** – (1) The IEP organizes an orientation program for incoming students at the beginning of each semester.

(2) Within the scope of this program, students are introduced to the academic processes and automation systems at the University; informed about the applications they need to submit to public bodies; offered a variety of social and cultural events, campus tours, and trips; and get acquainted with life in Istanbul.

(3) Departmental Coordinators offer consultancy to incoming exchange students about adjustment to their new programs.

### **Students' Status at the University and Return Procedures**

**ARTICLE 40** – (1) Students who are enrolled in the University within the scope of Global Exchange are not awarded any diploma or title.

(2) Students residing in the dormitories of the University are subject to the Dormitory Directives.

(3) Students whose period of study abroad is expired are provided with an "Eligibility Check Form" by the SS. Through this form, the University's units including academic units, the Finance Department, Dormitory Management, Security Office, Library, and the Athletic Center check whether the student fulfilled all of his obligations in order to be eligible to leave the University.

(4) The IEP sends the English ECTS transcripts to the partner institution's officials for students who complete their exchange semesters at the University.

(5) Students' email access is terminated as of the date announced by the SS.

## **SECTION EIGHT**

### **Erasmus Staff Mobility Procedures**

#### **Staff Mobility for Teaching and Staff Mobility For Training**

**ARTICLE 41** - (1) Erasmus Staff Mobility includes two types of mobility : Staff Mobility for Teaching and Staff Mobility For Training.

a) In order to benefit from staff mobility for teaching, there must be an inter-institutional Erasmus agreement between the University and the higher education institution abroad where the mobility will take place, and the applicant must meet the following conditions:

1) To be a full-time and actively-working faculty member at the University,

2) To have obtained permission from the unit manager for the semester to be spent abroad,



- 3) To have signed the Staff Mobility Agreement (**ANNEX7**) approved by both the University and the receiving institution, and
  - 4) To satisfy the minimum teaching hours specified in the National Agency's current Implementation Guidelines at the receiving institution abroad.
- b) Staff mobility for training takes place at a higher education institution or a relevant institution abroad. The applicant must have satisfied the following conditions in order to be eligible for staff mobility for training:
- 1) To be a full-time and actively-working faculty member or a full/part-time administrative staff member at the University,
  - 2) To have obtained permission from the unit manager for the semester to be spent abroad,
  - 3) To have signed the Staff Mobility Agreement approved by both the University and the receiving institution, and
  - 4) To satisfy the minimum term of mobility specified in the National Agency's current Implementation Guideline.

(2) Employees of service providers at the University are not eligible for Erasmus staff mobility for teaching or training.

(3) Applications are submitted based on the the application criteria determined by the Exchange Programs Commission for that year and announced before the application period. Application documents are evaluated by the IEP. Evaluation is made per the rules announced by the relevant executive unit of the Turkish National Agency and the European Commission.

(4) Application information is announced on the IEP and the University websites.

(5) Required application documents are submitted to the IEP within the announced application period.

(6) Should there be any available quota left after all staff members are placed, a new application and evaluation calendar can be set for the remaining quotas. Applications received after the announced application period are not considered.

(7) Staff members whose applications are accepted are responsible for following the required procedure at the University in order to notify and obtain approval for the periods to be spent abroad.

(8) Before the Erasmus Mobility, a grant agreement is signed between the selected staff member and the University which defines the amount of grant to be received by the staff member, and the roles and responsibilities of both parties. With this agreement, the respective staff member's participation in Erasmus Mobility becomes final.

(9) The staff member who is selected for Erasmus Mobility but is not awarded grant support may still participate in Erasmus Mobility so long as he signs the grant agreement which states that the staff member is not a grant recipient.

(10) The IEP calculates the amount of grant to be allocated to the staff member based on the staff member's period of mobility, the maximum grant amount the University can allocate, and the grant amount determined by the IEP by country. Grants are paid as determined and announced for that year. Grants are paid as calculated.

(11) In a case in which the amount of grant specified in the grant agreement which is signed between the staff member and the University has to be increased due to the extension of the staff member's period of Erasmus staff mobility and/or unavoidable reasons, a supplementary grant agreement is signed between the staff member and the University.

(12) The names of the staff members who are awarded grant support and who signed the grant agreement are notified to the Finance Department by the IEP. As specified in the grant agreement, 80% of the grant support is paid to the staff member before departure. The remaining 20% is paid to the staff member after the staff member completes his mobility so long as he fulfills the requirements specified in the agreement, and submits the activity report, travel documents, the certificate of attendance to the the IEP. Otherwise, the remaining 20% of grant support is not paid.

(13) In a case in which the staff member needs to refund the University for the grant received, the reason for refund, the amount of refund, and the University bank account in which the refund is to be deposited

are notified to the staff member by the IEP via email. The staff member is responsible for making the refund and submitting the receipt to the IEP within 15 business days from the date of notice.

## **SECTION NINE**

### **Miscellaneous and Final Provisions**

#### **Right to Early Final Examination**

**ARTICLE 42** - (1) Incoming and outgoing exchange students may be granted the right to early final examinations, when necessary.

#### **Circumstances That Call for Cancellation of Participation in Exchange Programs**

**ARTICLE 43** - (1) Students or staff members who are admitted to, selected for, or currently on Erasmus Exchange or Global Exchange can be expelled from the program upon the decision of the Exchange Programs Commission in case of the following circumstances. In such a case, the student or staff member may be asked for a refund and may be subject to disciplinary proceedings.

- a) To have received a disciplinary action either at the University or partner institution,
- b) To fail to respond to the queries of the IEP, or relevant academic and administrative units or failure to submit the required documents in a timely manner without a justified reason, and
- c) To make false and defamatory statements that may jeopardize the reputation of the University.

#### **Mobility Activities Other Than the Exchange Programs**

**ARTICLE 44** – (1) Students who wish to take courses from a university abroad under the status of “special students”, excluding the aforementioned exchange programs, are subject to the article “Taking Courses at Other Higher Education Institution” of the “Rules and Regulations for Undergraduate Programs at Özyeğin University” and “Rules and Regulations for Graduate Programs at Özyeğin University”.

#### **Absence of Provisions**

**ARTICLE 45** - (1) In the absence of relevant provisions in these directives, the University’s “Rules and Regulations for Undergraduate Programs” and “Rules and Regulations for Graduate Programs” will prevail. For issues pertaining to Erasmus Mobility, the latest Erasmus Implementation Guidelines published the IEP will be applicable.

## **SECTION TEN**

### **Effectiveness and Execution**

#### **Effectiveness**

**ARTICLE 46 (1)** These directives shall take effect as of the date that they are approved by the Senate.

#### **Execution**

**ARTICLE 47 – (1)** These directives are executed by the Özyeğin University Rector.