

**DOĞUŞ UNIVERSITY**  
**DIRECTIVE FOR ERASMUS STUDENTS' TRAINING / INTERNSHIP AND**  
**PERSONNEL MOBILITY**

This directive was issued by the University Senate at the meeting dated 07/09/2017 and numbered 2017/20 and it was approved by the Board of Trustees at their meeting dated 07/09/2017 and numbered 2017/16

**Objective and Scope**

**Article 1** – This directive intends to regulate issues regarding to the personnel and students of Doğuş University who will attend other universities and other higher education institutions which are included in the list of staff and student exchange programmes within the scope of “European Union Lifelong Learning Programmes” within the content of Erasmus Programme. The rules defined within the scope of this directive involve those procedures related to the movements and mobility of those students, academics and administrative staff who will participate in the exchange programme as well as their duties, authorisation and responsibilities of the related units and individuals.

**Basis**

**Article 2** - (1) Those principles defined by the European Commission and those principles which are inscribed in the Erasmus University Declaration and those terms and conditions stated in the Erasmus Instruction Manual Booklet issued by National Agency and the Turkish Republic European Union Ministry and the Directorate of European Union Education and Youth Programmes Centre as well as international agreements and related provisions of (YÖK) Higher Education Board legislation constitute the basis of this directive.

**Definitions**

**Article 3** –The terms used within the content of this directive mean;

**University:** The Doğuş University,

**Rector:** The Rector of Doğuş University,

**Senate:** The Senate of Doğuş University,

**Erasmus Committee:** The Committee consists of those members who are assigned to deal with tasks and issues related to Erasmus programme such as the Deans of Faculties / Directors of Academy/ College / Department Heads / Coordinators of the Institutions / the Director of Students' Affairs / the Committee Coordinator and Authorised Vice-Rector,

**The Office of International Relations:** The Office of International Relations of Doğuş University,

**Erasmus Coordinator:** The Erasmus Coordinator of Doğuş University,

**Erasmus Institution Coordinator:** The Erasmus Institution Coordinator of Doğuş University,

**Erasmus Department Coordinator:** The Department Coordinators of Doğuş University for Erasmus,

**Department of Foreign Languages:** The Department of Foreign Languages of Doğuş University

**Directorate of Student Affairs:** The Directorate of Student Affairs of the Doğuş University.

**Erasmus:** is the sub-programme related to the Lifelong Learning Programme of Higher Education.

**National Agency:** is the Centre of Turkey for European Union Education and Youth Programmes.

**Bilateral Agreement:** is the agreement for student and staff exchange stipulated by the units of universities within the scope of Erasmus Student / Staff / Personnel Exchange Programme.

**Learning Agreement):** is the contract signed by the student and by the Department and / or Institution Coordinators for Erasmus of both higher education institutions to define and regulate issues such as which university the exchange students will go to, which courses they will take and the credits they will acquire.

**Erasmus Student Charter:** is the official document issued to define students' set of rights, duties, responsibilities and liabilities of those students who will attend an Erasmus Exchange Programme before they leave their University.

**Permission for Education:** is the permission given to students who will benefit from opportunities of Erasmus Student Exchange Programme to study.

**Academic Recognition Certificate:** is a document which assures that those courses stated within the content of education agreement acted with the Erasmus student are identical with the courses taken at the Doğuş University in respect to contents and when the student in question returns, those courses s/he has taken abroad will be accepted and recognised by the department / programme and dean / directorate of his / her own institution as the same with the courses in his / her own department / programme of institution of the Doğuş University as stated in the education agreement.

**AKTS=ECTS European Credit Transfer System:** ECTS means gaining and saving credits that is defined as the compulsory credit system to be calculated as the total study load out of all of the courses taken by students who study at higher education institutions. The amount of yearly total credits that must be acquired by a higher education student is calculated over 60 ECTS for per academic year. Thus, the amount of total credits a graduate student must obtain is 240 ECTS.

**Letter of Acceptance:** is the document which is sent to a guest student after gaining the right of participation in the mobility of study and apprenticeship upon providing all of the formal documents requested by the institution where the student in question will be accommodated as a guest student or it is a document which reveals the dates of apprenticeship.

**Attendance Certificate:** is the formal document issued for the guest student or personnel by the higher education institution where the student will be hosted after fulfilling the requirements of guest student at the end of the duration of mobility study and apprenticeship is inscribed on it.

**Education Mobility of an Erasmus Student:** is realisation of the mobility activity of the student who has registered to an higher education institution bearing an Erasmus University Declarer which has become a partner with the student's primary main permanent university in

respect to provide the student in question with education / training opportunities for a defined period of time in accordance with the terms and conditions of bilateral agreements. The duration of education / training activity may last between 3 to 12 months for each level of education-training for Graduate, Post Graduate and Doctorate Degree studies.

**Apprenticeship Mobility of an Erasmus Student:** is a training activity for a student who has enrolled to a higher education institution during which s/he goes through apprenticeship / training at a business management / organisation in another country. "Apprenticeship" is a procedure when the participant student who is registered to an higher education institution undergoes occupational apprenticeship training and/ or gains experience by working at a business management / organisation abroad. The activity of apprenticeship is obtaining practical occupational experience for a student in his/her major occupational field. The duration of education / training activity may last between 2 to 12 months for each level of education-training for Graduate, Post Graduate and Doctorate Degree studies.

**Erasmus Personnel Mobility:** Erasmus Personnel Mobility consists of two mobility activities such as going through education / training and giving lectures. The activity of Erasmus Personnel Mobility provides lecturers, instructors, administrative staff or the personnel who work at higher education institutions bearing an Erasmus University Declarer or at operations / business managements with opportunities to go through education / training or to give lectures at higher education institutions bearing an Erasmus University Declarer located in a European country on the condition that they teach at least 8 hours in an academic year.

**Declaration of Erasmus University (DEU) (EÜB):** This official document certifies that the higher education in question bears the authorisation certificate to participate in Erasmus Programmes.

**Curriculum/ Syllabus and Working Schedule:** is the weekly programme which reveals the activity plans within the mobility procedure of those who benefit from the opportunities of Erasmus Personnel mobility. The plan in question is signed and approved by the beneficiary of the mobility, the Erasmus Coordinator of the Doğu University and/or Erasmus Coordinator of the Institution signed and approved as well as by the Institution Coordinator of the University where the beneficiary will go to.

**Language Test for Erasmus:** Those students who intend to participate in an Erasmus Mobility Programme must take the Language Test for Erasmus which is arranged by the Head of Foreign Languages Department in every academic year in Spring Term in February/ March so as to participate in the mobility in Fall Term and/or Spring Term in the following year.

**Erasmus Application Evaluation Committee:** It is the Erasmus Committee appointed by the post of the Rectory to select the Erasmus beneficiary staff and students who apply to benefit from the opportunities of the Erasmus Exchange Mobility Programmes.

**Online Language Support (OLS):** Online Language Tests are to those students who will go through training abroad. The tests are sent to the applicant students by the Erasmus Institution Coordinator before they participate in the Erasmus mobility. The student must complete this exam both before their departure and after their arrival. If the student does not fulfil the requirements of the exam, his/ her grants will not be deposited in his/her account. Pre-paid grants / donations must be refunded in accordance with the regulations of National Agency. If the student in question completes the test before departure but fails to take the test after arrival

20% of the grant/donation is deducted and it is not deposited into the student's bank account. Getting low marks in the tests does not affect the procedure of mobility programme.

**Online Final Report:** Students and personnel are sent online forms of reports to be filled in. Staff and students are responsible for filling in those forms of reports. If they do not fill in their forms of reports, 20 % of the rest of their grants/donations are deducted and not deposited into their accounts.

#### **Article 4- Authorised Person and Units:**

- a) **Rector--** The Rector signs bilateral Erasmus agreements, grant /donation contracts between the university and students / personnel and the letters of acceptance for those students who will come to the University from abroad.
- b) **Erasmus Institution Coordinator:** The Erasmus Institution Coordinator coordinates all sorts of tasks related to Erasmus and other exchange programmes throughout the university. S/he prepares / devises bilateral Erasmus agreements, contracts to study, the grant/ donation contracts acted between students / personnel and the letters of acceptance for students who come to the university to study from abroad. S/he also actualises tasks such as making decisions and performing all sorts of jobs regarding to Erasmus Exchange mobility activities properly in cooperation with the Erasmus Committee.
- c) **Erasmus Committee:** The Erasmus Committee takes all sorts of necessary decisions regarding to the Erasmus Exchange Programmes throughout the University. This Committee also coordinates and controls the functioning/ procedures of exchange programmes and actualises the tasks of selection and replacement of students properly.
- d) **Erasmus Department Coordinator:** The Erasmus Department Coordinator is appointed by the Dean /Head of the Department of the related Faculty. The Erasmus Department Coordinator introduces / promotes Erasmus and other exchange programmes in the related department and announces news related to the matter, acts as the advisor of those students who want to benefit from exchange programmes in choosing universities as well as course to take at those universities. S/he performs the duties regarding to students' studies /apprenticeship, S/he is responsible for devising department agreements and putting them into practice. S/he conducts duties regarding to the Academic Approval of the programmes those Erasmus students who come back after completing their responsibilities during the duration when exchange student stays abroad. S/he also acts as the advisor for those Erasmus students and other exchange students in choosing their courses to take and in other cases when they need assistance.
- e) **The International Relations Office:** The International Relations Office exists within the structure of the Rectorate and conducts duties and prepares all sorts of necessary materials to introduce and promote their activities within the structure of the University regarding to Erasmus and other exchange students who are selected to go abroad in accordance with the rules and within the framework of International Relations Office and general bilateral agreements acted This Office also arranges correspondence with other partner universities, prepares bilateral agreements, updates the current agreements and follows and fulfils the requirements of signature procedures and works in cooperation with the Directorate of Student Affairs. Those Erasmus Department Coordinators who are appointed recently or whose duration of duty expires or whose duties are modified are informed to the International Relations office by those related academic units.
- f) **The Directorate of Students Affairs:** The Directorate of Student Affairs is acknowledged about those students who are selected for Erasmus Student Exchange Programmes. The Directorate of Student Affairs follows whether those students who

are selected for Erasmus programmes have chosen any courses to take or not as well as Learning Agreement and decisions taken in the faculties, registering the adaptation of students into the grades log book / document. This directorate is also responsible for preparing and issuing the necessary documents for students who will apply for student passport without having to pay any fees and supervising students while they are choosing their courses to take properly.

- g) The Foreign Languages Department:** The Foreign Languages Department is responsible for giving the Language Test for Erasmus to those Erasmus students who have already applied within the framework of Erasmus Learning / Apprenticeship Mobility Programme and they have to send the results of the Erasmus Language Tests in one week after the completion of procedures the Exam.

## **Article 5—Agreements and Grants**

**5.1** Bilateral Agreement must be signed primarily and the agreement must be presented to the post of Erasmus Coordinator prior to the date to admit applications in order to pursue student exchange procedures in accordance with the Erasmus programme; whereas, bilateral agreement is not required for students / staff who participate in Erasmus Apprenticeship Mobility and they are eligible to apply for and participate in Erasmus Apprenticeship Mobility at any university they prefer.

**5.2.** Grants related to student and Staff Mobility and Organizations of the Mobility are dealt with and assigned by the Centre of Education and Youth Programmes of European Union in accordance with the rules, dates and sorts of mobility defined within the content of the “Erasmus Practice Manual Booklet” which is prepared for every academic year.

## **Article 6—Terms and Conditions for Application of Students and Personnel**

**6.1.** Students / Personnel who bear the following qualifications and can meet the required terms and conditions are eligible for application;

Citizens of the Republic of Turkey,

Students from foreign countries but they are registered to higher education institutions in Turkey and those personnel who work at institutions of higher education in Turkey in compliance with the related laws and legislation

**6.2.** Students must complete at least one year of the programmes of undergraduate/graduate level of the university during the period before they participate in student learning /apprenticeship mobility except for preparatory classes. Post-graduate students can participate in such kind of mobility after they complete one half term on the condition that they take courses for at least for 15 credits and do research studies at least for 15 credits upon the approval of their advisors. Those students who attend English Language Preparatory Classes and students of scientific preparatory classes are not allowed to apply for student exchange programmes.

**6.3.** Those graduate students who intend to apply for student exchange programmes must obtain at least 2.20 in general grade average in the marking system out of 4; whereas, post-graduate students must acquire at least 2.50.

**6.4.** Such students in question must take the foreign language test to be given by their university and they must obtain the valid grade determined by the Senate of the university depending on the quota in the contingency table. Students’ grades taken in DUIYES will not

be accepted in their applications for the 2018-2019 Academic Year. All of the applicants for Erasmus must take Erasmus Language Test.

**6.5.** Other issues to be complied with regarding to Erasmus exchange programmes such as student exchange and lecturer exchange can be found within the content of the Erasmus Practice Manual Booklet belonging to each year within the content of the attachment of the contract acted by the university and the National Agency. The university in question puts the provisions of the Contract into practice accordingly.

**6.6.** Introductory / publicity meetings are arranged for students to announce and promote student exchange programmes by The Office of International Relations every year to attract more participants for the programme. Issues regarding to Erasmus student exchange programmes such as terms and conditions for applications and the dates of Erasmus Foreign Language Test determined upon the suggestion of the Head of Foreign Languages Department for all students attending the University as defined within the content of the working schedule belonging to the related academic year for Vocational High School, Faculties and Institutes during the Fall and Spring Terms are announced to the students by the International Relations Office by e-mail, webpages, and notice boards. The necessary procedures, the Erasmus Practice Manual Booklet, scoring criteria and some additional grants provided for handicapped students and staff are defined and determined within the content of this announcement. The dates of application determined by the Office of International Relations and the Academic Work Schedule approved by the Senate of the University are also announced within the content of this notice.

**6.7.** Students state the name of the university / institution that they have preferred to apply for the student exchange programme in the application form they fill in and they fulfil the requirements of the application prior to the deadline. Those documents required for the application are delivered to the Office of International Relations in time. The students who intend to apply for Erasmus Apprenticeship Mobility is responsible for obtaining the letter of acceptance from the institution where they will do their apprenticeship practice and deliver the document to the related unit in time.

**6.8.** Those students who meet the required terms and conditions for application are invited to take Erasmus Language Test. Those students who get the required grades determined by the Erasmus Committee from the Erasmus Language Test are taken into evaluation by considering their grade averages and if the university they have applied for demands some additional terms and conditions to be fulfilled (such as language to study, level of language and so on) in accordance with those terms and conditions. The success grades of students are determined according to the assessment criteria of the National Agency as shown below.

Erasmus exchange students must acquire the following grades to study abroad and to participate in apprenticeship mobility programmes:

- (1) General Grade Average: 50 %
- (2) Foreign Language Grade: 50 %

## **6.9- The Application Procedures for Personnel Mobility**

The personnel of the Doğuş University who intend to participate in lecturing mobility programmes at a higher education institution abroad must have a full time / halftime contract for employment and must be currently working as an academic staff. The personnel who want to go through education mobility programme at a business management or at a higher

education institution abroad must have a full time / halftime contract for employment and must be currently working as an academic / administrative staff. Those instructors who want to benefit from the opportunities of lecturing abroad mobility programme must prove their proficiency in lecturing in a foreign language required or if the university finds it necessary they must be ready to lecture in front of the Erasmus Committee.

### **Article 7—Evaluation of Applications**

**7.1.** Those students whose applications are accepted must take the Erasmus Language Test for Exchange Programmes organised by the Foreign Languages Department. Applications are taken for assessment by the “Erasmus Committee of the Doğuş University” appointed by the Rector. The “Erasmus Committee of the Doğuş University” appointed by the Rector is responsible for the committee and the realisation of the procedures of selection. Students’ applications are evaluated according to the criteria within the content of the “Erasmus Practice Manual Booklet determined by the Centre of Education and Youth Programmes of European Union. The results of the assessment are announced in related webpages and notice boards including the lists of permanent and substitute students as well as their grades they have obtained in the Erasmus Language Test. Students must notify to the Erasmus Office whether they would like to benefit from the opportunities that they are eligible for during the following 15 days’ time. Those students who do not inform the Erasmus Office that they will participate in the programme they are eligible for during that time will be deemed as they have given up and ten points will be deducted from their grades of the next Erasmus Language Test and substitute students will be placed into the Erasmus Mobility Programme. If the substitute student does not inform that s/he will go abroad, the following substitute student will be replaced for the previous one. The duration of notifying that they will attend the programme is 5 days for the following cases. If a student gives up participating in the Erasmus programme, s/he must inform the Erasmus Office about this decision with his / her justification. Those students who do not deliver their document to the Erasmus Office in time cannot apply for another Erasmus Programme. The results of evaluation and placement are announced in the Internet page of the Office of International Relations

### **7.2. The Assessment Procedures for Applications**

The following students, staff and institutions will be prioritised in respect to participation;  
The personnel who have not benefitted from studying or lecturing abroad earlier,  
The units which have not been included in lecturing / studying mobility activities earlier,  
The countries / higher education institutions / business managements which have not participated or participated in fewer mobility activities will be given priority.  
The university reverses the right to ask the applicant staff to lecture before the Erasmus Committee. The Erasmus Committee determines a deadline for personnel mobility applications. The Erasmus Committee can determine more than one deadline dates for Erasmus application in one academic half term. If the number of applicants exceeds the number of determined quota, a Committee determined by the Coordinator, the personnel who bear the terms of conditions in respect to priority above are interviewed and the beneficiaries of the mobility are determined accordingly.

### **Article 8 –Procedures of the Students Selected for Mobility Programme**

- 1.** Students in question can go through education abroad minimum for one half term (3 months) maximum for two half terms (12 months) within the scope of this Erasmus mobility programme. Every student can benefit from the opportunities to through education at all levels (such as graduate, post-graduate and doctorate degrees) for up to 12 months period of time as long as the amount of grants endowed for the University is sufficient enough. The duration of mobility actualized within the scope

of Erasmus Apprenticeship programme related to the defined level of training activity is also included in the determined duration of 12 months. Ten points is deducted from the grades of those students who apply for this programme a second time.

2. Those students who are selected for this programme determines the courses (contents of the courses, syllabus of the programme) they will take and they define them in the Academic Recognition Document in cooperation with their Department Coordinators after viewing the ECTS/AKTS information packs of the universities where they intend to study. The agreed time table for courses is stated within the content of the Study Agreement / Contract and this document is signed by the student, by department coordinator for Erasmus and by the authorized coordinator of the institution where the student will be hosted / accommodated. Thus, recognition of the courses the student will be taking at the education institution that s/he will attend will be guaranteed to be in line with in respect to those courses s/he has taken his / her permanent university. Therefore, the University commits that the University recognizes the validity of those courses whose academic recognition is verified in this document. The document in question is issued in three original copies so as to be delivered to the department coordinator, one copy to the student and one copy to the International Relations Office.
3. The names / titles of the courses to be taken by the student at the institution where s/he will attend as a guest are not necessarily to be identical with those courses s/he is responsible for taking at his / her permanent university for the half-term /academic year; however, utmost care and attention must be paid to select those courses among the courses with similar content. If the learning outputs overlap / coincide with each other during course selection, one course may be deemed to be equivalent of more than one course. A course taken eagerly at the university where the student will be attending as a guest student may be deemed as an elective course in his / her own university. Students are allowed to take courses which are in the list of courses for one year ahead as long as the outputs of those courses are coherent to each other and they comply with the provisions of the Regulations of Undergraduate, Graduate and Post Graduate Education- Studies of the Doğuş University.
4. Those students who are selected for the student mobility programme apply for acceptance to the institutions they intend to attend under the supervision of the International Relations Office. Students in question apply the Provincial Security Directorate to provide them with passports which will allow them to travel abroad at least for one year after they get the necessary papers from the Directorate of Student Affairs in order to get issued student passports without any fees simultaneously with these procedures. After completing all sorts of necessary papers asked for by universities for application and also after getting the transcripts of their courses in English and student documents issued by the Student Affairs Office, all of those documents are sent to the Erasmus Offices of those universities that the students intend to attend by post.
5. A Learning Agreement to determine the courses to be taken by the student who is selected to study abroad is prepared, approved and issued for the student in question to study abroad by the following parties such as the destination university, the Doğuş University and the student himself / herself. The name of the destination university, the courses to be taken and the ECTS credits of the courses are stated in this Learning Agreement. The Learning Agreement is prepared on the basis of 30 ECTS credits; however, a Learning Agreement for not less than 20 ECTS credits may be issued by



stating its justifications in obligatory cases. Not being able complete the compulsory credits of courses and being in the case of graduation of students may be deemed to be among those obligatory cases. If a student is able to get 36 ECTS credits at the Doğuş University for an half term when s/he intends to go abroad to study, that student's compulsory demand to take 36 ECTS credits of courses is accepted by considering this compulsory case. The Learning Agreement in question is signed by the related parties and the final document of that Learning Agreement is issued in three copies so as to be delivered to the following parties, one copy for the student, one copy for the destination school / university and one copy for the Erasmus Office in order to keep in the archive.

6. Students are obliged to deliver the following documents such as a copy of the Learning Agreement signed by the student, by the authorized staff of the host university/ institution, Department Coordinator for Erasmus of the Doğuş University, a photocopy of visa page of their passports, a document of travel health insurance, a photocopy of the student's bank passbook for Euro account to The Office of International Relations before their mobility begin,
7. Those amendments to be made for various reasons in the Learning Agreement must be fulfilled the latest in one month after the academic half term commences at the higher education institution where the student in question is hosted and the amended Learning Agreement must be approved by the Department Coordinator all over again. In this case, the Academic Recognition Document must also be re-issued all over again.
8. Students can initiate student visa procedures after the destination university confirms that they are accepted as Erasmus students and the "Letter of Acceptance" which is issued by the destination university arrives. The students are responsible for all sorts of procedures and transactions regarding to obtaining visa and arranging their travel errands.
9. Students sign a "Student Grant Agreement / Erasmus Student Charter" before they get their student exchange grants together with the university. The amount of monthly grants to be paid to those students who will go abroad to study within the scope of the programme is determined by the National Agency every year. Payments are made in two instalments such as 80 % of the total grant to be paid before departure of the student and 20 % of the total grant to be paid after arrival back home. The grant payments will be made into the student's Euro bank account which will be opened in the (TEB) Economy Bank of Turkey. Students must deliver a photocopy of their bank accounts for Euro to the Erasmus Office.
10. The University is responsible for providing the students who will participate in the student exchange programmes abroad with their current scholarships / grants and loans to be paid regularly and properly throughout the period of time they study abroad. Those current scholarships / grants and loans cannot be decreased, deducted or terminated anyhow by any means during the period of time when the student in question studies abroad.
11. Students continue to pay their tuitions that they have undertaken to pay to their current permanent universities throughout the period of time they study abroad and they cannot freeze their registration to their permanent schools whereas they do not enrol for any courses during that period of time.
12. Students who take part in a mobility programme to study abroad within this framework must fill in an "Online Report Form" soon after they get back home when

they complete their studies abroad. Those students in question are obliged to bring with them and present the following documents to the International Relations Office such as their transcripts of the courses they took belonging to the periods of education at their destination institutions abroad where they studied, the Learning Agreement documents including the amendments made if any in the Learning Agreement as well as the Participation Certificates which certify their educational studies / training abroad.

13. The students who go abroad to study are deemed to be responsible for those courses which they take at their destination universities abroad rather than those courses they are supposed to take from their own departments at their permanent universities for that half-term, term or academic year. Such students must take courses at least for 30 ECTS credits in each term. If a student hosted as an Erasmus Student at a foreign university succeeds in all of the courses that s/he has taken for one term at the destination university, s/he is deemed to be successful in all of those courses of which equivalents are stated in the Academic Recognition Form. The original names 7 titles and credits of those courses taken abroad throughout the student's studies abroad as an Erasmus student is inscribed in the log book instead of those courses the student's own courses in his own department/ programme at his/ her permanent university. If the total amount of ECTS credits of the courses that the student in question has taken abroad is less than 30 credits, the remaining deficient / lacking credits are completed at the student's own permanent university after arrival.

#### **Article 9—Minimum Terms and Conditions for Erasmus Personnel Mobility Activity**

1-Those who intend to benefit from the opportunities designated for the personnel mobility activities must be among those personnel who are employed by the Doğuş University on the basis of fulltime or half time academic or administrative staff.

2- Those who intend to benefit from the opportunities designated for the personnel mobility activities must deliver the following documents to the related office such as a Training programme for those who will benefit from the opportunity to study abroad issued by taking into consideration all of the minimum terms and conditions which are stated within enclosure section of the Erasmus Practice Manual Booklet and also approved, signed and sealed by both the host higher education institution/ business management and their permanent employer universities; however, those who intend to benefit from lecturing opportunities must submit their teaching programmes earlier. Those terms and conditions for application are prepared on the basis of the provisions of the Erasmus Practice Manual Booklet and the required documents for application are devised and announced within the Erasmus Practice Manual Booklet together with the application notice every year.

3- The instructors / lecturers who are considered to be eligible for the lecturing mobility programme must send the schedule of the activities they intend to actualize at the destination university throughout their stay there and the lecturing mobility programme is put into practice in accordance with the details as stated in the approved and signed teaching programme / working schedule by both parties.

4- The academic staff who intend to go abroad to lecture within the scope of the lecturing mobility programme must teach up to at least eight (8) hours as stated in the content of the National Agency Practice Manual Booklet. The personnel who go abroad to study must go through education / training at least for five (5) working days of week. Otherwise, those beneficiaries are not paid any money in terms of grants by any means.

5- The lecturer who gets a letter of invitation which reveals the duration of time s/he is invited for to participate in a lecturing mobility programme submits his / her resume to the related post under which he is in charge of so that s/he will be officially assigned to actualize the mobility activity in question in accordance with the related provisions of the current laws and regulations.

6- Every lecturer / instructor signs a “Contract for Lecturing / Going through Education Personnel” with the University before s/he gets grants for staff exchange. The daily/weekly amount of grants designated for lecturers/ instructors to be paid within the scope of Erasmus Personnel Exchange Mobility Programme is determined by the National Agency and the designated grant is paid to the lecturer / instructor by means of the University.

7- Payments of the grants will be made into the lecturer’s bank account for Euro which will be opened in the (TEB) Economy Bank of Turkey. The lecturers/ instructors must deliver a photocopy of the bank accounts for Euro together with the teaching programme / Working Schedule to the International Relations Office.

8- The academic / administrative personnel who intend to benefit from Erasmus Personnel Mobility Programme are responsible for bringing and delivering the Certificates which show the duration of time when they were accommodated at the higher education institution and also certifies courses they took or gave. The personnel who benefitted from the Personnel Mobility Programme is responsible for delivering certain documents to the International Relations Office maximum in 15 fifteen days’ time after completing the personnel movement activity such as the activity report and those documents which reveal the details of his expenses related to the trip.

#### **Article 10- Status of the Students at the University**

- 1- The duration of time spent at the host university in the framework of the exchange programme is included in the maximum time of duration for education; however, this period of time cannot be deducted from the student’s maximum leave period.
- 2- Students are responsible for paying for their tuitions /legal fees/ charges during the periods of time when they are deemed to be on leave. Tuitions, legal fees and charges are paid to the University on the dates stated in the academic schedule; however, nothing is paid to the host university such as tuition, legal fee or charge. However, students are responsible for paying for all kinds of expenses such as accommodation, food, travel fares and health insurance contribution.
- 3- Students’ scholarships which they get from the University are paid for throughout the period of time when they are exchange students; however, The Office of International Relations provides other scholarship supplier institutions with the necessary information in this respect so as to make it possible for the student continue to get scholarship from another institution upon the request of the student in question.

#### **Article 11- Procedures for Academic Approval (Course Substitution)**

- 1- The documents to be taken as the basis for the procedures of Academic Approval are Learning Agreement, Academic Approval Form and Transcript of records obtained from the other / host University.
- 2- Those students who come back after completing their studies at the other University must deliver the original copy of their transcript of records issued by the host University to the International Relations Office. This Office sends that transcript of records to the Rectory as an enclosure of their formal cover letter.

- 3- The procedures regarding to Academic Approval of the Courses are dealt with by the decision of the Management Committee of the Faculty / Institute upon the suggestions of the related Department Coordinator for Erasmus, Thesis and / or Academic Advisor and the Head of Department / Head of the Major Field. All of the courses stated within the content of the transcript of records and the Academic Approvals are all evaluated and the final decision is taken after considering them thoroughly.
- 4- The courses taken at the other institution are recorded into the grades log book after the Academic Approval procedures for the Courses are fulfilled by the Directorate of Student Affairs and one copy of the transcript of records is sent to The Office of International Relations in order to complete the student's exchange file.

## **Article 12 Terms and Conditions for the Application of Students Coming to the University within the Scope of Erasmus and Other Student Exchange Programmes and Evaluation**

### **Article 12-1 Application to the University**

Those students who want to come to the University within the scope of student exchange programmes send all of the documents to The Office of International Relations before the deadline for application. First, student's authorized exchange coordinator informs The Office of International Relations of the Doğuş University about the student's demand. Then, the student fills in the necessary application forms that s/he will obtain from the Internet page of the Doğuş University or s/he will obtain the necessary forms from his / her own University and fills them in completely without any deficiency. After that s/he prepares other necessary formal documents. Finally, s/he sends all of those documents to The Office of International Relations of the Doğuş University by means of the related office at his / her University or by himself / herself.

### **Article 12.2- Choosing Courses and Learning Agreement**

- 1- The student who arrives at the University can benefit from the Internet page of the University to choose the courses s/he wants to take from the Course Catalogue and determines the courses s/he wants to take and writes the names of the courses s/he will take in his/ her application form. The courses stated in the application form may be changed if a course is not opened.
- 2- The Department Coordinators for Erasmus help the students who come for Erasmus or for other exchange programmes with their efforts to choose the courses they intend to take and they sign the students' application forms.
- 3- The students who will come for Erasmus Student Exchange Programmes are responsible for signing a Learning Agreement.

### **Article 12.3 Sending the Letter of Acceptance**

- 1- After the application form and the other necessary documents are supplied, the applicants are evaluated and the Letter of Acceptance is issued by The Office of International Relations and it is signed by the rector of the Doğuş University.
- 2- The letters of Acceptance are prepared by The Office of International Relations for those students whose applications are accepted and their Letters of Acceptance are sent to them by The Office of International Relations.

#### **Article 12.4- Providing Information for the Students to Come and Registration Procedures**

- 1- The students who intend to come to the Doğuş University are provided with some information about life at the University when the Letter of Acceptance, information about visa procedures, academic study schedule, orientation programme are sent to the applicants.
- 2- The Office of International Relations sends the list of information for those students who will come to the University to the Directorate of Student Affairs and The Office of International Relations also acts as the advisor for the guest students. The Directorate of Students' Affairs is responsible for duties such as completing enrolment procedures, preparing student ID cards, e-mail addresses to be used for registration and giving password and fulfilling the requirements of final procedures and so on.

#### **Article 13- Orientation Programme for the Guest Students and Some Other Procedures to be Fulfilled Regarding to those Students who have completed their Student Exchange Programme at the University**

- 1- An orientation programme is organized by The Office of International Relations for the students at the beginning of each term. Various social and cultural activities such as introduction and promotion of the University, excursions and so on are organized by The Office of International Relations in cooperation with the Directorate of Student Affairs. Department Coordinators for Erasmus serve as advisors of students who come to the University within the scope of Erasmus and other student exchange programmes about their programmes and their orientation to their departments.
- 2- Those students who have completed their student exchange programmes must fill in the disengagement forms before they leave for their countries and they deliver the disengagement forms to International Affairs Office. The students in question deliver their Student ID cards to the Directorate of Student Affairs. The e-mail accounts of those students that they have used during the term are closed after they complete these procedures and the formal transcripts of records prepared for them by the Directorate of Student Affairs and also the Participation Certificates which are signed by Institution Coordinator for Erasmus are sent to the international relations office of the related University by The Office of International Relations.

#### **Legal Clauses (Situations for which there are no provisions)**

**Article 14-** In cases when there are no provisions within the content of this Directive, all such kinds of procedures and transactions are dealt with in accordance with the provisions of the Education and Training Regulations of the Doğuş University for Undergraduate/ Graduate / Post Graduate and also in compliance with the provisions of the "Erasmus Practice Manual Booklet issued by the Centre of Education and Youth Programmes of European Union for every academic year.

#### **Enforcement and Execution**

**Article 15-** This Directive goes into effect on the date when it is accepted by the Senate of the Doğuş University and approved by the Board of Trustees.

**Article 16- (1)** This Directive is executed by the Rectory of the Doğuş University.

