

## DOGUS UNIVERSITY

### ERASMUS+ STUDENT AND STAFF MOBILITY DIRECTIVE

(Approved by Senate Decision No. 2022/02 dated 24.01.2022 and Board of Trustees Decision No. 2022/01 dated 24.01.2022)

#### Purpose and Scope

**Article 1 - (1)** The purpose of this Directive is to regulate the issues regarding the staff and students who will go from Doğuş University to universities and other higher education institutions included in the program for the purpose of education and training within the scope of Erasmus+ Main Action 1: Mobility of Individuals for Learning - Student and Staff Mobility in Higher Education between Program Countries and Partner Countries (KA131).

(2) It covers all associate, undergraduate and graduate students enrolled at Doğuş University and academic and administrative staff working at Doğuş University.

#### Basis

**Article 2 - (1)** The principles set out by the European Commission and included in the Erasmus University Charter, the conditions set out in the Erasmus+ Implementation Manual by the Republic of Turkey Ministry for EU Affairs, Directorate for European Union Education and Youth Programs (National Agency), international agreements and the relevant YÖK legislation constitute the basis of this Directive.

#### Definitions

**Article 3 - In this Directive;**

- a. Rectorate** Rectorate of Doğuş University  
**im:** Faculty, School, Institute and Vocational School within Doğuş University
- b. Electronic Document Management System (EDMS):** The system that enables the electronic transfer of documents and information exchange at our university,
- c. Erasmus+:** The higher education sub-programme of the Erasmus+ Program,
- d. Erasmus Mobility Commission:** The commission consisting of **at least 4** faculty members from the Faculty / School / Vocational School, one of whom is the head of the relevant department / program, appointed by the Rectorate to make a selection among the staff / students who apply to benefit from the Erasmus + Exchange Program,
- e. Erasmus Institution Coordinator:** Doğuş University Erasmus Office official,
- f. Erasmus Department Coordinator:** Erasmus Coordinators of Doğuş University Departments,
- g. Erasmus Office:** Erasmus Office of Dogus University,
- h. Erasmus+ Student Charter:** The document given to the student who will participate in Erasmus+ Student Mobility before leaving Doğuş University and stating the rights and obligations of the student,
- i. Erasmus+ Implementation Handbook:** A handbook prepared by the Turkish National Agency to show higher education institutions the rules and principles regarding the functioning of Erasmus+ Exchange Program activities and to help them establish their own implementation systems,
- j. Erasmus+ University Charter (EUD):** The document given to universities that are eligible to benefit from the Erasmus+ Exchange Program,
- k. Grade Adjustment Decision:** The document showing the equivalence of the courses in the student's education agreement at Doğuş University,
- l. Coordinator:** Doğuş University Erasmus+ Faculty/School/Institute unit coordinators,

- m. Inter-Institutional Agreement:** The student/staff exchange agreement made between the units of the University and the units of the universities with EÜB within the scope of the Erasmus+ Exchange Program,
- n. Online Learning Agreement:** The agreement signed by the student himself/herself and the department and/or Erasmus+ institution coordinator of both higher education institutions, showing the courses to be taken at the university where the student participating in the Erasmus+ Exchange Program will go, the credits of the courses and which courses will be exempted from his/her home university if the student is successful,
- o. Traineeship Agreement:** The training agreement regarding the work program to be carried out during the internship activity,
- p. Full-time internship:** The internship carried out by the student on a full working day basis during the activity period,
- q. Full-time student:** A student who has not yet completed the studies (credits) required for his/her diploma/degree and who is expected to have a course load equivalent to 30 European Credit Transfer and Accumulation System (ECTS) credits in one semester,
- r. Online Language Test:** The language test that students take at the beginning and end of the mobility through the OLS (Online Linguistic Support) system,
- s. DOUEDS:** Dogus University Erasmus+ Language Exam
- t. Student Survey:** A questionnaire completed online by students using the mobility tool,
- u. Short-term PhD Mobility:** The type of mobility that doctoral candidates and recent graduates (post-docs) can benefit from,
- v. National Agency:** The Directorate for European Union Education and Youth Programs,
- w. University** refers to Doğuş University.

## Agreements and Grants

**Article 4 - (1)** First of all, a bilateral agreement must be made with the university to be exchanged within the scope of the Erasmus+ Exchange Program. For Internship Mobility, no inter-institutional agreement is required.

**(2)** The grant related to Student/Staff Mobility and the organization of mobility is allocated for mobility carried out on the dates specified in the Erasmus+ Implementation Manual prepared by the National Agency for each academic year. An Erasmus+ period starts on June 1. The total mobility period is 24 months and ends on May 31.

## Inclusion Support

**Article 5 - (1)** Students with special needs who will participate in the Erasmus+ Program may be given additional grants in addition to the grants they will receive in order to support their special needs abroad. In order to provide additional grants to students with special needs, Doğuş University requests additional grants from the Turkish National Agency.

**(2)** In the application form, the reason why the inclusion support is needed is explained by attaching evidentiary documents. For example; if the special needs support is related to disability, a doctor's report (not older than 3 months) or a photocopy of the disability card giving information about the disability and its level, or a doctor's report for chronic diseases must be submitted.

**(3)** The application form also includes the information that the host higher education institution is aware that the student/staff member is a participant in need of support and a commitment to have the appropriate equipment.

**(4)** The Erasmus Office is responsible for ensuring that the application forms are correct and complete and the necessary arrangements to meet the needs of the student are made by the host higher education institution. If an additional grant is awarded by the National Agency, it is attached to the beneficiary's contract.

**(5)** Invoices for the use of the additional grant given at the end of the activity must be provided and kept in the participant file to be submitted in possible controls. Undocumented expenditures and expenditures above the grant of the beneficiary with special needs support given by the contract are not considered eligible even if they are made.

**(6)** The maximum amount of additional grant that can be awarded to a beneficiary with special needs is the amount of grant that the beneficiary will receive for the duration of the activity.

cannot exceed the total grant amount.

## **Student Mobility Activities**

**Article 6 - (1)** Student Mobility can be realized in three ways: study mobility, internship mobility and short-term PhD mobility.

**(2)** Students enrolled in formal education in higher education institutions can participate in Erasmus+ Student Mobility. Students studying in Open Education and similar (distance education) programs cannot benefit from the activity.

**(3)** Grants are only awarded for the following activities abroad:

**a.** Full-time associate, undergraduate, postgraduate studies that are the main part of the recognition of a diploma/degree at a higher education institution with an Erasmus+ Charter for Higher Education (ECHE),

**b.** Compulsory or optional full-time internships recognized by the higher education institution as part of the student's study program.

## **Application, Evaluation Processes and Workflow for Student Learning Mobility Application**

### **Process**

**Article 7 - (1)** The student must be enrolled in any of the formal education levels (associate, undergraduate or must be a full-time student enrolled in a higher education program (graduate).

**(2)** Students must be active students in order to benefit from student mobility. Students who have frozen their registration for the relevant academic year cannot benefit from student mobility; however, they can apply for the next semester during the period they have frozen their registration.

**(3)** Students are required to apply online with the documents specified in the announcement within the dates determined by the Erasmus Office and announced on the university's website.

**(4)** The GPA of the students who will apply for student mobility must be at least 2.20 for undergraduate students and at least 2.50 for graduate students in the 4 point system.

**(5)** If the transcript has not yet been created at the application stage; For students transferring from associate degree, the associate degree graduation grade must be at least 2.20/4.00, and for first-year students, the high school graduation grade must be at least 75/100.

**(6)** Students continue to pay the contribution or tuition fee they are obliged to pay to the university during their study abroad.

**(7)** It is compulsory for the student to take the foreign language exam to be held by the university and to get the passing grade determined by the Foreign Languages Unit every year in order to benefit from the mobility.

**(8)** The rights of the student who was selected in the previous project period and could not be sent due to lack of grants or other reasons cannot be transferred to the next project period as a "vested right". Students who will participate in mobility are re-evaluated and selected in each contract period.

**(9)** The duration of the activity should be between 2 and 12 months that can be completed within the same academic year, for each level of study separately.

### **Evaluation Process**

**Article 8 - (1)** Applications are evaluated by a commission determined by the Rectorate.

**(2)** Student applications are evaluated according to the selection criteria in the Erasmus+ Application Handbook prepared by the National Agency for each academic year.

**(3)** Students who do not get a passing grade in the foreign language exam will not be evaluated.

- (4) The selection of students is calculated according to the evaluation criteria announced by the National Agency by taking 50% of the student's weighted grade point average and 50% of the foreign language exam result. Evaluations and selections are made separately for study and internship mobility. Evaluations are made according to the ranking result of the students with the highest score within the quota for each department. After the score ranking, placements are made by considering the preference ranking of the institutions where the students with the highest score want to be placed.
- (5) For students with equal total scores, priority is given to the student with the higher grade point average.
- (6) The quota is determined in line with the amount of grant to be given to the university by the National Agency, and the list of students who will benefit from the mobility according to the Erasmus + score determined as a result of the evaluation is determined and announced. The activity periods of the students are partially or fully funded or the activity can be carried out completely without grant (zero-grant).
- (7) If the grant remains, the student who has carried out or will carry out the activity with zero grant will be given priority and the student will be awarded the grant.
- (8) Among the students who have carried out or will carry out the activity without a grant, priority is given to the student with the higher total score. However, if the total points of the students are the same, the transcripts they bring after the activity are evaluated and priority is given to the one with the higher course success rate.
- (9) The first session of the Erasmus+ language test (75%) aims to measure the student's grammar, reading comprehension and vocabulary, while the second session (25%) aims to measure speaking skills. The qualification criterion for DOUEDS is at least 60 out of 100. Candidates who do not attend the first session will not be eligible to attend the second session.

## **Workflow**

**Article 9 - (1)** The nominations of the students selected to benefit from student mobility are sent to the contracted institutions by the Erasmus Office based on the results of the selection. It is the student's responsibility to prepare the application documents and apply in accordance with the application procedure of the university where the mobility will be realized.

(2) After the application, the study agreement (signed by the Erasmus Coordinator of Doğuş University and the coordinator of the contracted university) and the acceptance letter from the contracted institution are submitted to the Erasmus Office.

(3) Based on the study agreement submitted by the student, the relevant agreement is submitted by the Erasmus Office to the faculty/school from the EBYS and the decision from the faculty/school is kept in the student's file. Based on the acceptance letter, the student is given a grant letter by the Erasmus Office.

(4) The student starts visa procedures with the grant letter from the Erasmus Office. In order for 80% of the grant amount to be made to the student who has received his/her visa, the student must open a Euro account from the relevant bank and submit the photocopy of the passbook and the health insurance policy to the Erasmus Office.

(5) The student's departure abroad, provision of accommodation abroad, passport, visa, etc. are the responsibility of the student.

(6) The student who goes to the country where he/she will carry out the study mobility must make the changes to be made in the study agreement for various reasons within 7 weeks at the latest following the start of the academic semester at the higher education institution and notify the Erasmus Office of the relevant study agreement change after the agreement is approved by the coordinators.

(7) The student who has completed his/her study mobility submits his/her complete documents to the Erasmus Office of Doğuş University. If the student completes the student questionnaire and the online language test (before and after the mobility), the student's remaining 20% grant payment procedures are initiated.

(8) The original names and credits of the courses taken at the host institution and included in the student's education agreement are evaluated and these courses are transferred to the transcript and diploma supplement.

## **Application, Evaluation Processes and Workflow for Student Internship**

### **Mobility Application Process**

- Article 10 - (1)** Full-time students enrolled in any associate/undergraduate/master's/doctoral program within the University can apply for internship mobility to gain practical work experience in the field they are studying.
- (2)** In order to apply for student internship mobility, the internship activity does not have to be compulsory in the student's diploma program.
- (3)** Students applying for internship mobility can benefit from the program for a minimum of 2 and a maximum of 12 months.
- (4)** All students enrolled at Doğuş University can benefit from the internship program.
- (5)** The GPA of the students who will apply must be at least 2.20/4.00 for associate and undergraduate programs and at least 2.50/4.00 for graduate students. At the application stage, the transcript has not yet been created; for students who transfer from associate degree, the associate degree graduation grade must be at least 2.20/4.00; for first-year students, the high school graduation grade must be at least 75/100.
- (6)** Students who freeze their enrollment cannot carry out their study mobility or compulsory internships during the period they freeze their enrollment. In optional internships, it is at the discretion of the university whether the student who has frozen enrollment can benefit from mobility. Students can apply for study or internship mobility during the period of registration freeze.

### **Evaluation Process**

- Article 11 - (1)** Student selection is calculated by taking 50% of the student's weighted grade point average and 50% of the foreign language exam result according to the evaluation criteria announced by the National Agency. Evaluations and selections are made separately for study and internship mobility. Evaluations are made according to the ranking result of the students with the highest score within the quota for each faculty/school/department.
- (2)** Students with failed courses may also benefit from the internship mobility program if they fulfill the conditions of the internship program.

### **Workflow**

- Article 12 - (1)** The student selected to benefit from student internship mobility must submit the internship invitation, health insurance and Internship Agreement signed by the relevant Erasmus department coordinator to the Erasmus Office.
- (2)** In order to obtain a signed Internship Agreement decision, the relevant document is submitted to the faculty/school from the EBYS and the decision from the faculty/school is kept in the student's file.
- (3)** The student starts visa procedures with the grant letter from the Erasmus Office. In order to pay 80% of the grant amount to the student who has received his/her visa, the student must open a Euro account from the relevant bank and submit the photocopy of the passbook to the Erasmus Office.
- (4)** The student who goes to the country of internship sends an e-mail to the Erasmus Office informing that the internship has started.
- (5)** The student whose internship mobility has ended must submit the internship participation certificate and a photocopy of the passport entry and exit pages showing the travel dates to the Erasmus Office.
- (6)** Students who submit their documents in full and complete the Student Questionnaire and Online Language Test (before and after the mobility), the remaining 20% grant payment procedures are initiated.
- (7)** Successfully completed Erasmus+ Internship Mobility is considered as a compulsory internship in the relevant program in which the student is enrolled.

The board of directors of the relevant academic unit decides whether it will be counted instead. If the student is a student of a department that does not have a compulsory internship, the Erasmus+ Internship is evaluated as passed/failed and transferred to the transcript and diploma supplement.

### **Incoming Erasmus+ Students**

**Article 13 - (1)** Students who want to come with the Erasmus+ Program fill out the application form sent by the Erasmus Office via e-mail and send the online learning agreement, passport and photograph to the Erasmus Office before the application deadline.

**(2)** If the courses are not offered for any reason, changes can be made in the courses specified in the learning agreement during the add/drop week.

**(3)** Separate classes are not opened for students coming to our university with the Erasmus+ Program, students attend the courses offered at the university.

**(4)** Erasmus department coordinators assist incoming students within the scope of the Erasmus+ Program in course selection and approve the online learning agreement. The Erasmus Office delivers the documents to the Registrar's Office and ensures that the student is registered.

**(5)** The acceptance letters of the students who have completed the documents are prepared by the Erasmus institution coordinator and sent to the student.

**(6)** Upon completion of their education, students' student e-mail accounts used during their education are closed, their school records are archived and official transcripts and certificates of attendance are sent to the Erasmus offices of the higher education institution abroad.

### **Short-Term Doctoral Mobility**

**Article 14 - (1)** Doctoral candidates and recent graduates (post-docs) may carry out short-term or long-term physical study or internship mobility abroad. It is possible to add virtual mobility to physical mobility.

**(2)** The physical mobility component may last from 5 days to 30 days. Although there is no eligibility criterion for the duration of the virtual component, at least 3 ECTS credits must be awarded to the student in the combined virtual and physical mobility.

### **Staff Mobility Activities**

**Article 15 -** Staff Mobility activity can be realized in 2 ways:

**1.** Staff Mobility for Teaching (STA)

**2. Application, Evaluation Processes and Workflow for Staff Mobility for**

**Training (STT) Application Process**

**Article 16 - (1)** University staff can apply for Erasmus+ Staff Mobility.

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**(2)** It is possible for a staff member who is a citizen of one of the participating countries temporarily residing in Turkey to go to their country of citizenship through a mobility activity; however, this staff member is given low priority in the evaluation process.

- (3) University staff wishing to carry out teaching mobility in a higher education institution abroad must be full-time employed academic staff who are actually working.
- (4) Staff employed in the higher education institution are not required to have a staff position, and staff who have an employment contract with the higher education institution can benefit from the activities.
- (5) Staff who are employed in one institution but working in a different higher education institution on a contract basis can apply for mobility in the institution where they are actually working, not in the institution where they are employed. Since the staff employed at the higher education institution through service procurement do not have a contract with the higher education institution, they cannot benefit from staff mobility.
- (6) The staff who want to realize a study mobility in an enterprise or higher education institution abroad must be academic/administrative staff employed full/part-time at the university and actually working at the university. Priority in study mobility is given to administrative staff.
- (7) Lecturers who will benefit from teaching mobility must submit their foreign language proficiency or their bachelor's / master's / doctoral diplomas from a university that provides education in a foreign language to the Erasmus Office during the application.
- (8) If the administrative staff who will benefit from the study mobility cannot submit a foreign language certificate, they must take the English placement test to be held by Doğuş University.
- (9) Staff teaching mobility can be combined with staff training mobility.
- (10) The teaching or training activity may take place in more than one host organization in the same country. This is considered as a single teaching or training activity for which the minimum activity duration applies.

## **Evaluation Process**

- Article 17 - (1)** In the evaluation, candidates who will benefit from mobility are determined according to the criteria in the evaluation table prepared by the commission according to the priorities and conditions specified by the National Agency. The evaluation table is announced in the application announcement.
- (2) When necessary, the University may ask the academic staff to present the course they will present in the teaching mobility before the commission.

## **Workflow**

- Article 18 - (1)** A grant letter is written by the Erasmus Office based on the dates specified in the acceptance letter and mobility agreement (Mobility Agreement Training/Teaching) submitted during the application, which is selected to benefit from Erasmus+ Staff Mobility for Training/Teaching.
- (2) The staff member starts the visa procedures with the grant letter to be received from the Erasmus Office. The staff member who receives his/her visa opens a Euro account in the relevant bank and submits the copy of the account wallet and the health insurance policy to the Erasmus Office in order to make the payment of 80% of the grant amount he/she deserves.

- (3) The staff member whose Erasmus+ Staff Teaching/Training Mobility has ended submits the certificate of participation and a photocopy of the passport entry and exit pages showing the travel dates to the Erasmus Office.
- (4) If the documents are submitted in full and the EU Questionnaire is completed, the remaining 20% grant payment procedures are initiated.

### **Incoming Personnel**

**Article 19 - (1)** Staff members who wish to visit our university within the scope of Erasmus+ Staff Teaching/Training Mobility contact the unit/faculty/school/institute or Erasmus Office they wish to visit. There is no obligation to have an agreement between the two universities for study mobility. Within the scope of teaching mobility, there must be a bilateral agreement between both universities.

(2) The information and visit details of the personnel who will come within the scope of Teaching Mobility are forwarded to the relevant department/program. The Erasmus+ Teaching Mobility Agreement is requested from the personnel accepted by the relevant department/program. If appropriate, the agreement approved by the Erasmus Department Coordinator is forwarded to the counter institution by the Erasmus Office together with the invitation.

(3) The information and visit details of the personnel who will come within the scope of receiving education are forwarded to the relevant unit/department directorate. Staff Mobility for Study Mobility Agreement is requested from the personnel accepted by the relevant unit/department directorate. If appropriate, the agreement approved by the unit/department directorate is forwarded to the counter institution by the Erasmus Office together with the invitation.

(4) A certificate of participation approved by the relevant department/program is prepared and delivered to the staff who have completed the teaching mobility and by the Erasmus Office to the staff who have completed the study mobility.

### **General Rules for Grant Payments**

**Article 20 - (1)** Students who will study abroad within the scope of student learning mobility are paid from the budget allocated to the university in the amounts and procedures determined by the National Agency.

(2) In case the student fails to complete his/her studies during his/her study abroad or fails to be successful in at least two-thirds of the course program specified in the study agreement, a deduction may be made from the student's grant. Failed students' grants may be deducted in proportion to the failure, but not less than 5%. However, if students who do not attend their courses during their stay abroad and are found to have failed to fulfill their student obligations also fail the courses they take, 20% of the total grant calculated for the period of their stay abroad will not be paid. In the event that the student leaves his/her education for any reason without force majeure, all grant payments made are taken back.

### **Recognition**

#### **Article 21 -**

(1) In order to ensure that students who participate in the Erasmus+ Program and successfully complete the courses they have taken at the higher education institution they attend do not lose a semester, an online learning agreement is signed between the two higher education institutions for course adjustment before the exchange.

(2) The grades of the courses taken at the opposite institution are adjusted, recorded on the transcript and added to the grade point average.

(3) The original names and credits of the courses/internship taken at the host institution and included in the student's study/internship agreement are included in the transcript and diploma supplement. The footnotes clearly indicate that the student has benefited from mobility within the scope of Erasmus+.



**(4)** The transcript and diploma supplement clearly show which courses were taken within the scope of Erasmus+ and from which higher education institution.

## **Miscellaneous and Final**

### **Provisions Cases where there is**

#### **no provision**

**Article 22** - In matters where there are no provisions in this Directive, the provisions of the "Doğuş University Directive on Recognition of Previously Acquired Qualifications, Exemption and Adjustment Procedures" and "Doğuş University Procedures and Principles for Associate's / Undergraduate Internship Practices" and the "Erasmus+ Implementation Handbook" prepared by the National Agency for each academic year shall apply.

### **Repealed legislation**

**Article 23** - Doğuş University Erasmus Student Learning/Internship and Staff Mobility Directive, which was adopted at the meeting of the University Senate dated 07/09/2017 and numbered 2017/20 and put into force with the approval of the Board of Trustees dated 07/09/2017 and numbered 2017/16, has been repealed.

### **Enforcement**

**Article 24** - This Directive enters into force as of the date it is accepted by the Doğuş University Senate and approved by the Board of Trustees.

### **Execution**

**Article 25** - This Directive is executed by the Rectorate of Doğuş University.