

T.C.
BANDIRMA ONYEDİ EYLÜL UNIVERSITY
EUROPEAN UNION ERASMUS+ EXCHANGE DIRECTIVE

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1-

(1) The purpose of this directive is to regulate the procedures and principles of the functioning of the Erasmus+ program at Bandırma Onyedi Eylül University.

Scope

ARTICLE 2-

(1) This directive covers the process regarding the mobility of students, academic and administrative staff participating in the Erasmus+ program, and the duties and responsibilities of the relevant units and individuals.

Basis

ARTICLE 3-

(1) The principles set forth by the European Commission and included in the Erasmus+ University Charter, the conditions determined by the Center for European Union Education and Youth Programmes in the Erasmus+ Implementation Handbook, international agreements, and relevant Higher Education Council legislation constitute the basis of this directive.

Definitions

ARTICLE 4-

(1) In this Directive;

- a) University: Bandırma Onyedi Eylül University,
- b) Rector: The Rector of Bandırma Onyedi Eylül University,
- c) Senate: The Senate of Bandırma Onyedi Eylül University,
- d) International Relations Office (DİÖ): The International Relations Office within the Rectorate, responsible for carrying out the tasks and procedures related to the Erasmus Program on behalf of the Rector of Bandırma Onyedi Eylül University,
- e) Erasmus University Charter (EÜB): The authorization document stating that a Higher Education Institution can participate in the Erasmus Program,
- f) European Credit Transfer System (ECTS): The system that enables the transfer of course credits that students take and successfully pass abroad from one higher education institution to another,

- g) Certificate of Attendance: The document issued by the host higher education institution where the learning activity took place, stating the start and end dates of the student's study period (signed and sealed),
- h) Student Final Report: The document containing summary information regarding the student's activity and the student's evaluations upon completion of the activity period,
- i) Learning Agreement: A document signed by all parties before the start of the study mobility period, in which the host institution undertakes to offer the courses written in the learning agreement; the student finds these courses suitable and commits to following them; and the University undertakes to accept the courses taken.
- j) Recognition Document: The document showing that the courses the exchange student will take at the host University match the department courses at Bandırma Onyedi Eylül University.
- k) Implementation Handbook: The implementation handbook showing the rules and principles regarding the operation of the Erasmus+ Exchange Activity for Higher Education Institutions.
- l) Erasmus ID: An identification number given to each institution by the European Commission Directorate-General for Education and Culture within the scope of the Erasmus Program.
- m) National Agency: Refers to the Center for European Union Education and Youth Programmes.

SECTION TWO

Authorized Persons and Units

ARTICLE 5-

(1) Authorized persons and units are as follows:

a) Rector:

Bilateral agreements are signed by the Rector and/or the Vice Rector responsible for the International Relations Unit.

b) University Erasmus+ Coordinator:

The University Erasmus+ Coordinator is appointed by the Rector from among full-time faculty members. They ensure coordination related to the Erasmus+ program across the university and sign the agreements of this program, learning agreements, contracts between the University and the student/staff, and acceptance letters of students coming to the University from abroad. Additionally, together with the University Erasmus+ Commission, they ensure that all kinds of decisions regarding the exchange are taken and executed.

c) University Erasmus+ Commission:

It consists of the University International Relations Unit Coordinator, Erasmus+ Institutional Coordinator, faculty, school and institute Erasmus+ coordinators and the Erasmus+ Unit

Coordinator. It makes decisions regarding the Erasmus+ program and its operation. It carries out the selection and placement of students. It determines the calendar related to the process.

ç) Faculty/School Erasmus+ Coordinator:

The Faculty/School Erasmus+ Coordinator is appointed by the relevant Dean/Director from among the faculty members. They communicate developments related to the Erasmus+ program and the decisions taken to the Erasmus+ coordinators of the departments. They ensure coordination among the department Erasmus+ coordinators and the implementation of the decisions taken.

d) Institute Erasmus+ Coordinator:

The Institute Erasmus+ Coordinator is appointed by the relevant Institute Director from among the faculty members. The Institute Erasmus+ Coordinator communicates developments related to the Erasmus+ program and the decisions taken to the Department Erasmus+ coordinators. They ensure coordination among the Department Erasmus+ coordinators and the implementation of the decisions taken.

e) Department Erasmus+ Coordinator:

The Department Erasmus+ Coordinator is appointed by the relevant Department Head from among the academic staff. The Department Erasmus+ Coordinator introduces the Erasmus+ program in the relevant department; announces news related to this program; and provides counseling to students who want to benefit from the Erasmus+ program on university and course selection. They prepare a bilateral agreement with the department to be agreed upon and propose it to the University Erasmus+ Coordinator. They are responsible for making and executing agreements in coordination with the Faculty/School/Institute Erasmus+ Coordinator, the Erasmus+ Unit Coordinator and the Department Headships. They carry out the procedures regarding the adaptation of the courses taken by the students returning from abroad during the exchange period to their programs. They provide counseling to students coming from abroad through the Erasmus+ program on course selection and other academic issues. Unless otherwise stated, the Department Erasmus+ Coordinator is also the Department Erasmus+ Coordinator in graduate programs.

f) Erasmus+ Unit Coordinator:

The Erasmus+ Unit Coordinator provides administrative coordination within the Erasmus+ Unit Coordinator's Office, determines the daily and weekly workflow, distributes tasks and checks them. They check the financial and administrative documents prepared by the International Relations Administrative Financial Affairs Officer. They prepare regular introductory meetings for students every year, ensure that the Erasmus+ program is announced within the institution and that participation in this program is expanded. They carry out the administrative procedures of the exchange students coming to the University within the framework of Erasmus+ and general bilateral agreements and the students selected to go abroad in line with the decisions of the University Erasmus+ Commission. They prepare materials and carry out procedures for the promotion of the Erasmus+ program within the University. They correspond with partner universities; prepare, update and follow up the signature process of bilateral agreements.

g) International Relations Administrative Financial Affairs Officer:

They are responsible for the financial and administrative secretariat related to all exchange programs and consortiums carried out by the International Relations Office Coordinatorship. They are responsible to the Erasmus+ Institutional and Unit Coordinators for the preparation of the necessary documents.

SECTION THREE

Application and Evaluation Process for Students Going Abroad for Study Mobility

Application Requirements ARTICLE 6-

(1) The minimum requirements that students applying for the Erasmus+ program must meet for the application are:

- a) To have attended an undergraduate or graduate program for at least one semester,
- b) To have a minimum weighted grade point average of 2.20/4.00 for undergraduate students and 2.50/4.00 for graduate students,
- c) To know the relevant language at least at B1=60 level according to the European Language Portfolio or to document the proficiency of the relevant language in the following ways, depending on the language of instruction of the courses to be taken within the scope of the program;

- 1. Through national and international exams recognized by YÖK and
- 2. With a valid score of 55/100 obtained from the Erasmus+ Language Exam, which will be held several times within the same year.

ç) The minimum activity period is 3 months for each student. Students who leave the program before completing three months have to return the grant they received, unless they have force majeure reasons. Our students who have to leave the program earlier than expected due to force majeure must prove this situation with official documents.

d) The maximum duration of participation in the Erasmus+ program for education and internship purposes is 12 months for each degree (Bachelor's, Master's and Doctorate). Time is not transferred from one degree to another.

e) Students participating in mobility within the scope of the Erasmus+ Study Program will not select courses at Bandırma Onyedi Eylül University during the relevant semester. However, they are obliged to register. They must obtain a semester leave document from their faculties.

f) In order for grant payments to be made, students must sign an Erasmus+ Grant Agreement. The total grant written in the grant agreement and the 80% rate are calculated based on a 4.5-month program. The finalized grant amount based on the actual dates in the documents submitted at the end of the program is essential. Up to 80% of the total grant foreseen before the program is deposited into the students' accounts. The remaining 20% grant amount is recalculated according to the actual dates in the documents submitted by the students after the program is completed, and the final payment is made or its return is requested accordingly.

g) Students participating in the program take 30 ECTS courses for each period of the activity. Each student is obliged to be successful in 2/3 of the total amount of ECTS they take. If it is determined that unsuccessful students do not fulfill their student responsibilities, deductions may be made from their grants.

h) To meet other application requirements, if any, deemed necessary by the program they are registered in or applying to.

i) The evaluation criteria and weighted scores to be used in evaluating study mobility applications are as follows:

- Weighted grade point average: 50%
- Foreign language level: 50%

Application Procedures ARTICLE 7-

(1) Information regarding applications is announced on the web pages of the International Relations Office and the University and on student notice boards.

(2) In their applications, students can choose a number of universities determined by the University Erasmus+ Commission. When making these choices, students consider the course schedule of the university they plan to attend, the content of the courses, the language of instruction, the European Credit Transfer System credit, and the opinions of the Department Erasmus+ Coordinator.

(3) Students indicate their university preferences on the application form and have the application form approved by the Erasmus+ Unit Coordinator.

(4) Documents required for the application are submitted to the International Relations Office within the announced application period.

Evaluation and Placement ARTICLE 8-

(1) Applications are evaluated considering the criteria determined by the National Agency and announced before the application process. The documents to be used and the method to be applied in determining the foreign language level of the students whose applications are accepted are notified to the students during their applications.

(2) Placements are made by the University Erasmus+ Commission; taking into account the total scores students receive according to the criteria announced in the application announcement, the universities they prefer, the exchange quotas of the relevant universities, the grant amount allocated to the University, and the opinion of the Department Erasmus+ coordinators.

(3) Evaluation and placement results are announced on the official website of the University.

(4) A student who has gained the right to benefit from the exchange program must meet the minimum conditions stated in article 6 among the application requirements before the term they are going.

(5) The academic status of the student is re-evaluated by the University Erasmus+ Commission before the term they are going to, and if necessary, their right to benefit from the program can be cancelled.

Courses to be Taken, Learning Agreement and Adaptation Form ARTICLE 9-

(1) The courses to be taken by the placed students at the host institution are decided by the Department Headship and the Department Erasmus+ Coordinator.

(2) The decided course schedule is stated in the Learning Agreement prepared in three copies. The agreement is signed by the student, the Department Erasmus+ Coordinator, and the Faculty/Institute Coordinator. One copy of the agreement is given to the student, another copy is sent to the host institution by the Erasmus+ Unit Coordinator, and one copy is kept by the International Relations Office.

(3) The Academic Recognition Document, which is issued following the students' return from the exchange program, includes the courses the student passed, the ECTS credit amounts and grades regarding these courses, and the courses they are exempted from at the University, along with their ECTS credit amounts and grades. The Academic Recognition Document is a supplementary annex to the Learning Agreement and guarantees the recognition of the courses taken by the student during the exchange program at the University.

The grade conversion table to be used by outgoing Erasmus students from Bandırma Onyedi Eylül University upon their return:

ECTS GRADE	CORRESPONDING BANDIRMA ONYEDİ EYLÜL UNIVERSITY LETTER GRADE
A	AA
B	BB
C	CC
D	DC
E	DD
FX	FF
F	FF

(4) Changes to be made in the learning agreement for various reasons must be made within a maximum of one month following the start of the academic term at the host university and must be re-approved by the student, the University and the host university officials. The acceptance of course changes to be made without completing the necessary approvals depends on the decision of the relevant department board.

Application to the Host University and Acceptance Process ARTICLE 10-

- (1) Correspondence with the host university is handled by the Erasmus+ Unit Coordinator. However, it is the student's responsibility to prepare the documents requested by the host university.
- (2) The International Relations Office provides counseling services to students in preparing documents and forwards the application documents to the relevant offices of the host universities before the application deadline.
- (3) Following up on travel and visa procedures is the student's responsibility. The International Relations Office provides the necessary documents for exemption from passport fees and documents to facilitate visa procedures.

Status of students at the university ARTICLE 11-

- (1) The period the student spends abroad within the scope of the Erasmus+ program is counted as part of the normal study period.
- (2) The student is obliged to fulfill their responsibilities regarding tuition fees during the period they spend abroad within the scope of the Erasmus+ program. The tuition fee determined by the University for the relevant year is paid on the dates specified in the academic calendar; no payment is made to the host institution regarding the tuition fee. However, all expenses such as accommodation, transportation, personal expenses, food, and health insurance are the student's responsibility.

Contracts and payment of grants ARTICLE 12-

- (1) A contract is signed between the student placed in a university within the scope of the Erasmus+ Program and the University before the student goes abroad. With this contract, it becomes certain that the student will participate in the Erasmus+ exchange program. Payments regarding the maximum amount determined in the contract are made to the student's account in two installments:
 - a) As the first payment, a portion up to 80% of the total grant calculated according to the foreseen total study period is paid.
 - b) The second installment is made at the end of the study period, taking into account the actual realization period stated on the Certificate of Attendance given to the student and/or passport entry/exit dates, and the student's level of fulfilling their success and responsibilities. Grants of unsuccessful students and/or students who do not fulfill their responsibilities may be subject to deductions.
 - c) Payments are made in Euros.
- (2) A student returning after completing the Erasmus+ Program is obliged to submit to the International Relations Office, in accordance with the contract, the Learning Agreement with complete signatures, including the host university's transcript and the changes they made, the Academic Recognition Document, the duration form confirming the period they stayed at the host university, and the report evaluating the exchange period. The remaining portion of the grant is paid following the submission of these documents to the International Relations Office.

Adaptation procedures ARTICLE 13-

- (1) The documents to be taken as a basis in the adaptation procedures are; the student's transcript regarding the study period abroad, the Certificate of Attendance, the Student Final Report Form, and photocopies of the pages of the student's passport containing entry-exit stamps.
- (2) Students returning after completing their education at the host university apply to the relevant Department Headship with a petition along with these documents for adaptation procedures.
- (3) Course adaptations are made with the decision of the relevant Board of Directors upon the recommendation of the relevant Department Head, the Department Erasmus+ Coordinator, and the academic advisor, and the decision is reported to the Registrar's Office.
- (4) The Registrar's Office performs the necessary procedures on the student's transcript via the automation system and sends an approved copy of the transcript to the International Relations Office. Thus, the student's exchange file is completed.

SECTION FOUR

Application and Evaluation Process for Incoming Students to the University

Application to the university ARTICLE 14-

- (1) A student who wants to come to the University within the scope of exchange programs completely fills out the application form they will obtain from the web page of the International Relations Office or the international relations office of their own university and sends it, along with other requested documents, through the relevant office to the University International Relations Office before the application deadline.

Course selection and learning agreement ARTICLE 15-

- (1) The incoming student uses the Bologna System, accessible from the official University website, to select the courses they will take while at the University and specifies the courses they will take on the application form. If the courses are not opened, changes can be made to the courses specified on the application form.
- (2) Department Erasmus+ coordinators assist incoming students within the scope of the Erasmus+ program in their course selections and sign the students' application forms.
- (3) Students are obliged to submit the Learning Agreement.

Sending the letter of acceptance ARTICLE 16-

- (1) After receiving the applications, application form, and other necessary documents, they are evaluated by the relevant Department, taking into account the exchange balance between the two universities (the ratio between outgoing-incoming student numbers) and the student's academic standing.
- (2) Acceptance letters prepared by the International Relations Office are sent to the students whose applications are accepted by the relevant Department.

Informing incoming students and registration procedures ARTICLE 17-

(1) Along with the acceptance letter, information notes regarding visa procedures, the academic calendar, the orientation program, and life at the University are sent to the students.

(2) The International Relations Office completes the pre-registration procedures for incoming students and provides them with counseling services on other administrative procedures within the University, as well as transportation, accommodation, etc. The Registrar's Office is responsible for completing the final registration of the incoming student, preparing the student ID card, conducting course registration, and providing the e-mail address and automation password.

Orientation program for incoming students ARTICLE 18-

(1) An orientation program is organized by the International Relations Office for students at the beginning of each semester. Within the scope of the orientation program, the promotion of the University and various social, cultural, and similar activities are carried out by the International Relations Office. Department Erasmus+ coordinators also provide counseling to incoming students within the scope of the Erasmus+ program regarding their adaptation to the Department.

Procedures for students who have completed their exchange at the University ARTICLE 19-

(1) Students who have completed the exchange program at the University deregister from the Registrar's Office before returning to their countries. Official transcripts of the students who have completed this process are prepared by the Registrar's Office and sent by the International Relations Office to the relevant office of the host university.

SECTION FIVE

Erasmus+ Traineeship Mobility

ARTICLE 20-

(1) Traineeship mobility is the practical work experience a student gains in an enterprise or institution abroad in the vocational training area they are studying.

(2) The traineeship mobility does not have to be compulsory for the student's degree program. However, the sector where the traineeship will take place must be a sector related to the student's current vocational training program.

(3) The duration of the mobility is between 2 and 12 months for bachelor's, master's, and doctoral students.

Conditions for students to benefit from traineeship mobility ARTICLE 21-

(1) A full-time student registered in any degree program at the University can benefit from traineeship mobility. First-year students can also benefit from the traineeship program for exams to be held in the spring semester.

(2) The minimum weighted grade point average for applicant undergraduate students must be at least 2.20/4.00, and for graduate students at least 2.50/4.00.

(3) The evaluation criteria and weighted scores to be used in evaluating traineeship mobility applications are as follows:

- Weighted grade point average: 50%
- Foreign language level: 50%

(4) Exam applications of students who have received a traineeship acceptance from abroad are accepted.

(5) The documents to be used and the method to be applied to determine the foreign language level of students whose applications are accepted are communicated to the students during their application.

(6) The students' traineeship status and approval are decided upon by the Department Head, the Department Erasmus+ Coordinator, and the students' academic advisors, and submitted for the approval of the Erasmus+ Commission.

(7) If the student successfully completes their traineeship, the ECTS credit amounts calculated based on the duration of the traineeship by the Erasmus+ Commission are reflected as credits in the student's Diploma Supplement.

Payment to the student ARTICLE 22-

(1) Traineeship Mobility Contracts, which include the maximum grant amount calculated, are signed with the selected students. Payments regarding the maximum amount determined in the contract are made in two installments:

a) As an initial payment before the student goes to the enterprise where they will intern, an amount up to a maximum of 80% of the total grant calculated according to the estimated duration of mobility is paid.

b) The remaining second installment is made at the end of the traineeship period, taking into account the actual duration of realization stated on the "Certificate of Attendance" given to the student and/or the passport entry/exit dates, as well as the level of the student's success and fulfillment of their responsibilities. The University Erasmus+ Commission decides whether or not to make deductions from the grants of students who have not fulfilled their responsibilities and/or failed.

c) Payments are made in Euros.

Deduction in traineeship grant ARTICLE 23-

(1) 20% of the total grant calculated for the period they stayed abroad will absolutely not be paid to students who intentionally fail to fulfill their responsibilities defined in the Training Agreement and who do not participate in the traineeship program at the host institution; it is at the discretion of the higher education institution to make larger deductions and demand the return of the payment already made, depending on the student's level of failure and irresponsibility. Unpaid and/or reclaimed amounts are returned to the grant sources.

(2) If the student leaves the city/country where they are hosted for more than 1 week, excluding holidays, without any connection to the traineeship activity, a grant payment cannot be made for the periods they are absent. A refund of the grant given for this period is requested, even if it has already been paid.

SECTION SIX

Staff Mobility, Contract and Payment of Grants

Staff mobility ARTICLE 24-

(1) Staff Mobility is of two types: "Erasmus+ Staff Teaching Mobility" and "Erasmus+ Staff Training Mobility".

a) To benefit from Erasmus+ Staff Teaching Mobility;

1. Staff mobility for teaching: Staff employed at Higher Education Institutions Staff mobility for teaching: Staff employed at Higher Education Institutions
2. If the mobility is to take place between a higher education institution abroad and the University, there must be an inter-institutional agreement.
3. The call for proposals sent to departments by the International Relations Office and announced to all academic staff via e-mail must have been responded to.
4. There must be a "teaching program" accepted by the University and the host institution.
5. The teaching mobility to be carried out by the educator must be a minimum of 6 hours. Requirements: During the evaluation of applications received within the scope of teaching mobility, it must be checked whether the following minimum conditions are met:
6. Countries where teaching mobility can be carried out:

European Union Member States			
Belgium	Greece	Lithuania	Portugal
Bulgaria	Spain	Luxembourg	Romania
Czech Republic	France	Hungary	Slovenia
Denmark	Croatia	Malta	Slovakia
Germany	Italy	Netherlands	Finland
Estonia	Southern Cyprus Greek Administration	Austria	Sweden
Ireland	Latvia	Poland	United Kingdom

Non-EU Programme Countries	
Macedonia	Liechtenstein
Iceland	Norway

2. The nationality of the staff wishing to benefit from teaching mobility must be one of the following; a citizen of a member state of the European Union or the European Economic Area a) A citizen of a candidate country for European Union membership participating in the programs b) A permanent resident in participating countries or an individual recognized as a refugee or stateless by these countries.
3. The staff wishing to benefit from teaching mobility must be academic staff employed full-time/part-time at an ECHE holding higher education institution or an employee employed at an enterprise abroad. There is no permanent position requirement for academic staff employed at a higher education institution; contracted academic staff can also benefit from the Erasmus+ teaching mobility activity.
4. There must be an inter-institutional agreement between the host higher education institution to be visited for teaching mobility and the sending higher education institution, and both parties must hold an ECHE. b) To benefit from Erasmus+ Staff Training Mobility;
5. To be a permanent administrative staff member at the University,
6. The call for proposals sent to the departments and relevant administrative units by the International Relations Office and announced to all academic/administrative staff via e-mail must have been responded to,
7. There must be a "work plan" accepted and approved by the University and the host institution,
8. The minimum mobility period determined for that year will be met.

Evaluation and placements

ARTICLE 25-

1. Teaching mobility applications are submitted to the University Erasmus+ Commission considering the criteria announced prior to the application process and determined for that year. Placements are made according to the evaluation results of the University Erasmus+ Commission. During the selection process; Priority is given to staff who have not previously benefited from teaching/training mobility, To units that have not previously been involved in teaching/training mobility activities, To applications planning to carry out a mobility activity with a country/higher education institution/enterprise that was not previously involved or involved in low numbers in teaching/training mobility activities.

Contract and payment of grants ARTICLE 26-

(1) A grant contract is signed between the staff placed within the framework of the Erasmus+ program and the University before going abroad. With this contract, it becomes certain that the staff member will participate in the Staff Mobility program. Upon completion of the documents that the staff must submit to the International Relations Office prior to departure, 100% of the grant amount determined for that year is paid before mobility.

(2) Staff who complete the mobility period submit the Staff Mobility Activity Report Form, travel documents, and a confirmation form stating they carried out the activity to the International Relations Office.

Per diem calculation method: Daily per diem amounts to be given to staff who will benefit from the training mobility activity are determined in Euros by the National Agency, taking into account the living standards of the countries. Country groups are as below.

Country Groups	Country
Group A	Denmark, Ireland, Netherlands, Sweden, United Kingdom
Group B	Austria, Belgium, Bulgaria, Greek Cypriot Administration, Czech Republic, Finland, France, Greece, Hungary, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Poland, Romania, Turkey*
Group C	Macedonia, Germany, Latvia, Malta, Portugal, Slovak Republic, Spain
Group D	Croatia, Estonia, Lithuania, Slovenia

(3) In the Training and Teaching mobility activity, the duration of training is determined as a minimum of 2 working days and a maximum of 2 months. However, in order to enable more of our staff to benefit from mobility with the available grant, the period for which grant payment will be made within the scope of Erasmus+ staff mobility is limited to a minimum of 2 working days and a maximum of 10 working days (plus 1.5 days of travel for departure and return).

(4) Staff benefiting from Training and Teaching mobility receive payment for travel expenses based on travel distance along with a daily/weekly per diem, within the framework of the rules determined by the Center. This payment is a contribution towards the travel and per diem expenses for the period spent abroad. Travel expense payment is a contribution towards the travel costs incurred by participants to travel from their place of residence to the place of the activity and back. Travel distance is calculated using the distance calculator provided by the European Commission.

SECTION SEVEN

Enforcement and Execution

Cases with no provision ARTICLE 27-

(1) For matters not provisioned in this Directive, procedures are carried out within the framework of the "Bandırma Onyedi Eylül University Undergraduate Education and Examination Regulation" and the "Bandırma Onyedi Eylül University Graduate Education and Examination Regulation"; and according to the provisions in the European Commission "Erasmus+ University Charter" and the "Erasmus+ Implementation Handbook for Higher Education Institutions" prepared by the Center for European Union Education and Youth Programmes for each academic year.

Enforcement ARTICLE 28-

(1) This directive enters into force after its acceptance by the Bandırma Onyedi Eylül University Senate.

Execution ARTICLE 29-

(1) The provisions of this directive are executed by the Rector.