

THE ERASMUS+ PROGRAMME EXECUTION DIRECTIVE

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SECTION ONE

Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to regulate the procedures and principles of the activities that shall be executed by the Erasmus+ Programme at Işık University.

Scope

ARTICLE 2 – (1) The present directive consists of the procedures and principles of the Erasmus+ Programme at Işık University; the procedures about the mobility of participant students, academic and administrative personnel, as well as the duties and responsibilities of the related units and individuals.

Basis

ARTICLE 3 – (1) The present directive has been prepared on the basis of: the mobility grant agreements signed every year with Erasmus+ Charter for Higher Education – ECHE issued by the EU and, with the Centre for European Union Education and Youth Programmes – National Agency; Işık University’s Associate and Undergraduate Education and Examinations Directive and Işık University’s Master’s Degree Education and Examinations Directive.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present directive are as follows:

- (a) University: Işık University,
- (b) Senate: Işık University’s Senate,
- (c) Rector: Işık University’s Rector,
- (d) The Programme: The European Union’s Erasmus+ Programme,
- (e) Faculty: The Faculties of Işık University,
- (f) The Principal: The Principal of Master Level Educational Institution/Vocational School of Higher Education,
- (g) MYO: Vocational School of Higher Education
- (h) YK: The Administrative Board of Faculty/Master Level Educational Institution/Vocational School of Higher Education
- (i) Department: The Departments under Işık University’s Faculties and Vocational Schools of Higher Education,
- (j) Receiving Institution: The contracted universities where students receive education during the exchange period,
- (k) UIDB: The International Relations Unit at Işık University,
- (l) Erasmus+ Institution Coordinator: The Erasmus+ Institution Coordinator at Işık University,
- (m) Erasmus+ Department Coordinator: The coordinator in charge of the coordination of Erasmus+ Programme at an Academic Unit, who has been assigned by the related department,
- (n) Legal Representative: Authorized signatory or signatories of the University, who approve(s) and sign(s) the applications, contracts and other related documents in the related activity period,
- (o) National Agency: The Centre for European Union Education and Youth Programmes under the Ministry for European Union Affairs,
- (p) Erasmus+ Charter for Higher Education – ECHE: The authorization certificate approved by the European Council to certify that the University can participate in the Erasmus+ Program, stating the obligatory principles of the Programme,

- (q) National Agency Execution Guidebook: The source document published by the National Agency to determine basic execution principles of Erasmus+ programme activities for the related year,
- (r) Beneficiary: A student, academic or administrative personnel who benefits from any of the Erasmus+ Programme's subactivities,
- (s) Erasmus+ Election Commission: The committee assigned by the Senate to elect the beneficiary candidates of the Erasmus+ programme,
- (t) Erasmus+ Inter-institutional Agreement: The agreement signed by and between at least two institutions that has the Erasmus+ Charter for Higher Education, with the objective to realize the exchange activities as part of the Erasmus+ Program,
- (u) ECTS: The European Credit Transfer and Accumulation System,
- (v) Learning Agreement: The agreement that shows the university that the student shall attend, together with the courses and their credits, which shall be signed by the student, the Erasmus+ Department Coordinator, the Institution Coordinator, and by the authorized person at the receiving institution,
- (w) DTT: The Lesson Transfer Table that consists of the titles, codes and the ECTS data of the lessons that the student shall take both at Işık University and at the receiving institution, together with the success status and grades that the student achieves at the end, which shall be submitted to related authorities for their signature and approval,
- (x) GNO (GPA): Grade Point Average.

SECTION TWO

Duties and Responsibilities

ARTICLE 5 – (1) The Rector of Işık University and the Vice-Rector assigned by the Rector shall approve the mobility application of the related year, sign the contracts and other related activities, and shall approve interim report for the ongoing activity period as well as the University's Final Report for the finalized activity period.

(2) **Deans/Managers** shall evaluate in the Administrative Board, the Inter-institutional Agreements advised by the Head of Departments to be signed in favour of the department, as well as the Learning/Internship Agreements and Lesson Transfer Tables that include the lessons to be taken by the beneficiary during the period that he/she will participate in the mobility; and shall report the Board's resolutions to the International Relations Unit and to Erasmus+ Institution Coordinator.

(3) **Heads of Departments** shall evaluate the Inter-institutional Agreements advised by the Department Coordinators and submit them to the Dean/Manager. In cooperation with Department Coordinators, they shall carry out studies to achieve more agreements and student applications. They shall present the Learning/Internship Agreements and Lesson Transfer Tables that include the lessons to be taken by the beneficiary during the period that he/she will participate in the mobility, to the Dean/Manager.

(4) **Erasmus+ Department Coordinators:**

- (a) They are responsible for the execution of the Programmes in their Departments. They shall share their advice with the Heads of Department, on projected and ongoing Inter-institutional Agreements.
- (b) They shall give counselling to their department's students who apply for participating in the programme, and shall deliver to the Head of Department the Learning/Internship Agreement and Lesson Transfer Table that includes the courses to be taken in the related semester.
- (c) They shall share their advice with the Heads of Department on student applications to attend at their department within the scope of the programme, support the students on course selection, and shall approve and submit the required forms and documents to the Heads of Department.
- (d) Unless stated otherwise, an Erasmus Department Coordinator shall also act as the Erasmus Coordinator of the master's degree programmes in their Departments.

(5) The International Relations Unit and Erasmus+ Department Coordinators:

- (a) Acting under the Rectorate, they shall undertake the general scheme and coordination of the programme at the University.
- (b) The Erasmus+ Department Coordinator shall manage the program's budget and coordinate expenses and grant payments within the frame of the decisions and approval of the Rectorate.
- (c) They shall submit their Inter-institutional Agreement suggestions, the application and election calendar of the related year, the list of the University's students that have applied to participate in the program, the list of beneficiaries that will attend at the departments, the election result list, as well as other data and updates related with the programme to Erasmus+ Department Coordinators and Erasmus+ Election Commission.
- (d) If the authority has been delegated by the Rectorate, they can sign the Inter-institutional Agreements in favour of the department.
- (e) They shall sign the invitation letters to beneficiaries of the programme that will attend at their department, and announce the election results of beneficiaries that have been entitled to participate in the Programme.
- (f) They shall convoke all Department Coordinators at least once a year to exchange views about the execution of the programme.
- (g) They shall facilitate coordination with the National Agency and the European Council, apply for the Call for Grant Proposal of the related year and prepare the activity reports.

(6) Erasmus+ Election Commission

- (a) Consists of permanent and associate members defined by the Senate.
- (b) Takes decisions on the execution of the programme at the University.
- (c) Undertakes the election and placement of all beneficiaries.

SECTION THREE

Erasmus+ Student Learning Mobility Application and Evaluation Procedures

Conditions of application

ARTICLE 6 – (1) In order to apply for the Erasmus+ Student Learning Mobility Programme, students shall fulfil the following conditions:

- (a) To have attended to an associate/undergraduate programme for a minimum period of one semester;
- (b) For master's degree programs; to have presented the undergraduate diploma (transcript), if the written approval of the Institution's Administrative Board is applicable;
- (c) To have achieved a minimum GPA of 2.20/4.00 for associate/undergraduate students, and a minimum GPA of 2.50/4.00 for master's degree students;
- (d) In terms of English language level; to have achieved a minimum of 70 points over 100 in the Proficiency Examination held by Işık University's School of Foreign Languages, which has a validity of 4 years, or present an equivalent examination result;
- (e) If the courses to be taken within the scope of the programme are offered in a language other than English, in necessary cases, to have documented sufficient proficiency in the related language;
- (f) To have fulfilled all other conditions of application required for the related programme, if applicable;
- (g) If the student has already benefited from higher education mobility activities during his/her current learning stage, the total duration of mobility including his/her previous experience shall not exceed 12 months;
- (h) Double Major Students can apply for mobility in only one major within one application period.

Application Procedures

- ARTICLE 7** – (1) With publicity meetings oriented to students, organized every year, the UIDB shall announce the programmes within the institution so as to enhance the participation in the programme.
- (2) The application announcement shall be undertaken by the UIDB in accordance with the principles and procedures defined in the Execution Guidebook issued for the related year by the National Agency, and shall be published at least one month prior to the application period.
- (3) The documents required for application shall be delivered to the UIDB within the announced application period.
- (4) Following the application deadline defined in the application announcement, an oral language examination shall be organized by the related School of Foreign Languages within the scope of the Preparation Programmes Directive.

Evaluation and Placement

- ARTICLE 8** – (1) Applications shall be evaluated in accordance with the criteria defined for the related year and announced prior to the application period. Placements shall be made in accordance with the criteria published in the National Agency Execution Guidebook and announced to students with the application announcement, considering the students' total score, preferred universities, exchange quotas of the related universities and the amount of grant allocated to the university.
- (2) In the placement process; the beneficiary candidates shall have a minimum foreign language level defined as B1 according to the European Language Portfolio, which may be raised up to B2 in favour of Inter-institutional Agreements. If requested, the relevant foreign language level certificate shall be presented.
- (3) The evaluation and placement results with scores shall be announced on the University's web page and through e-mail.
- (4) The beneficiary candidates shall be informed to receiving institutions by the UIDB.
- (5) The beneficiary candidates that waive their right to benefit from the mobility shall report their decision to renounce immediately to their department coordinators and the UIDB. On the contrary case, the rules stated in the National Agency Execution Guidebook of the related year shall be binding.
- (6) In the event that beneficiary candidates fail to meet the required conditions of application by receiving institutions, the mobility may be cancelled.

The Courses to be taken and modification of courses

- ARTICLE 9** – (1) The beneficiaries that are entitled to participate in the mobility shall prepare the Learning Agreement and the DTT document with the consultancy of their Erasmus+ Department Coordinators.
- (2) The Learning Agreement requires a course load of 30 ECTS per each semester. The master's degree thesis studies shall be evaluated as 30 ECTS per semester.
- (3) The Learning Agreement and the DTT approved by the Administrative Board shall guarantee compliance with the Full and Fair Recognition principle of the Erasmus+ Charter for Higher Education;
- (a) All courses during the programme shall be taken for credits. The equivalent of these courses at the University shall be mentioned on the DTT document.

- (b) As long as they are convenient in terms of content and/or category, the courses can be selected among Compulsory, Department Elective, Supplementary Elective, Free Elective, HSS Elective courses.
 - (c) Considering the advice of the Departments, the Administrative Board shall decide on the convenience of participation in the programme in the final semester prior to graduation, and on whether it would be convenient to take the Graduation Project / Diploma Design Project at the receiving institution.
 - (d) In the event that the ECTS value of the course to be taken at the receiving institution does not match the ECTS value of the course taken at the University, the Administrative Board shall decide on the equivalency of courses. With regard to the compatibility of ECTS credits and semestral course hours, a lesson may be transferred to multiple lessons and vice versa.
 - (e) In the event that the final year students' courses to be taken at the receiving institution do not match the courses to be taken at the university in terms of ECTS credits, and that the students are unable to complete sufficient credits, a maximum of one lesson can be taken as OOC (out of curriculum for credits) provided that it is approved by the Administrative Board.
 - (f) Depending on the academic program of the receiving institution, the problems faced in matching the courses to be taken and to be transferred as well as the courses that can be taken in one semester in exceptional cases can be evaluated with a maximum difference of +3/-3 ECTS for both institutions, which shall be subject to the Administrative Board's decision.
 - (g) The DTT and the Learning Agreement shall be approved by the resolution of the Administrative Board prior to mobility, and no modifications can be made on the related table except for obligatory cases defined in Article 9-4.
- (4) In necessary cases, the following modifications can be made on the Learning Agreement:
- (a) Modifications can be made within 1 month as of the arrival of beneficiary at the receiving institution.
 - (b) The Learning Agreement and the DTT can be modified by the resolution of the Administrative Board.
 - (c) The beneficiary shall submit his/her request for modification to the Department Coordinator via e-mail. Then, a new DTT shall be prepared for added/dropped lessons under the consultancy of the Department Coordinator and within the implicit approval of the department. The Head of Department shall submit the new Learning Agreement and DTT to Dean's Office/Management for the Administrative Board's approval.
 - (d) The new Learning Agreement prepared by the end of add/drop period shall consist of 30 ECTS per semester.
- (5) The Erasmus+ Institution Coordinator shall examine the Learning Agreement for its compliance with the Programme principles.

Lesson transfer and grade conversion

ARTICLE 10 – (1) The original titles and codes of all the courses completed successfully and unsuccessfully throughout the programme, and their final grades calculated as defined in Article 10-2 shall be included on the University transcript. The name of the institution that the beneficiary attended and took courses in the related semester shall be clearly stated on the transcript.

(2) The lesson transfer and grade conversion shall be processed by the related Faculty/Management with regard to the DTT. The DTT showing the grades conversion approved by the Administrative Board shall be delivered to the Department for Student Affairs. Some of the procedures applied during this period are as follows:

- (a) In cases that a lesson corresponds to multiple courses; the grade achieved at the receiving institution shall apply for all corresponding courses.

- (b) In cases that multiple lessons correspond to one single course; if all lessons have been completed successfully, the weighted average of those lessons shall apply for the single course.
 - (c) In cases of failure in one of the multiple lessons that correspond to one single course; if the total ECTS of successfully completed lessons equals to half or more of the single course's ECTS, the lesson shall be deemed to have been completed successfully, and the grade shall be determined by including F grades in the weighted average. For instance; for courses taken with combinations such as 4+3, 4+2, 3+3, 2+2+2; the beneficiary must successfully complete the units of 4, 4, 3, 2+2 ECTS, respectively. If the succeeded lessons do not meet this requirement, then all the parts of multiple lessons that correspond to one course shall be submitted as OOC (out of curriculum).
 - (d) In cases that the lessons shown on the Learning Agreement and the DTT but not included in the Transcript due to some institutions' not stating unsuccessful lessons in their transcript, such lessons shall receive F grade.
- (3) It is essential that the lesson transfer shall be processed until the end of late registration period of the semester following the semester that the beneficiary has participated in the mobility.
- (a) The UIDB shall start the process by sending the transcript received through mail and the DTT document approved by the Administrative Board to the related Faculty/Management upon return of the beneficiary. Transcripts received via e-mail shall be temporarily valid to prevent possible delays.
 - (b) If the grades of the lessons taken by the beneficiary are not received within the late registration week of the following semester, the grades of all lessons should be marked as "Incomplete" (I). The grades received after the late registration week shall be substituted instead of the "Incomplete" (I) marks converted to F grade, with the resolution of the Administrative Board of the student's Faculty/Management.
 - (c) In the event that the grade transfer of the lessons taken during the mobility period are delayed, the beneficiary's registration in the following semester shall be made with taking new lessons that do not require prior conditions or with the lessons, prior conditions of which were fulfilled before his/her participation in the mobility, with regard to his/her GPA.
 - (d) In the event that the grade of the lesson that's deemed to be the prior condition of a lesson that requires prior condition is not received from the receiving institution, the student can attend at the lesson until the grade is received. A student, who seems to be successful in a lesson with prior condition as per the Transcript can make registration with the resolution of the Administrative Board. A beneficiary who failed in a lesson with prior condition cannot attend the lesson.

Distribution of grants and deductions

- ARTICLE 11** – (1) Distribution of grants shall be realized by the UIDB in accordance with grant distribution principles stated on the application announcement defined in line with grant calculation and distribution principles declared on the National Agency Execution Guidebook of the related year.
- (2) A grant agreement shall be signed by and between the beneficiary that will participate in the programme and the University. With this agreement, the beneficiary's participation in the programme shall become certain.
- (3) Grant payments shall be realized in two instalments on the basis of the grant amounts defined on the National Agency Execution Guidebook of the related year. Under the terms defined on the signed grant agreement, once the required documents announced to beneficiaries are presented in full to the UIDB, 80% of the total foreseen grant amount shall be paid, using the calculation method defined on the related year's National Agency Execution Guidebook.
- (4) The beneficiary's obligations and the conditions that cause deduction on the grant shall be informed to the beneficiary before the mobility.

(5) Beneficiaries that fail to present the required documents or to succeed in courses of at least 20 ECTS for both institutions by the end of the mobility shall receive 20% grant deduction over their total allowance, depending on the actual mobility period.

(6) In the event that the grant amount assigned to the University remains insufficient to send potential beneficiaries, the procedures stated on the related year's National Agency Execution Guidebook shall apply.

(7) Beneficiaries that prefer to participate in the mobility without grant in their application can participate in the mobility without grant within the frame of the rules of placement.

(8) If it is detected that a beneficiary did not participate in classes, exams and that he/she did not fulfil his/her obligations by the end of the programme, he/she shall receive a deduction on the grant at certain amounts as defined on the related year's National Agency Execution Guidebook.

(9) The student's obligations and the conditions that cause deduction on the grant shall be informed to the student before the mobility.

SECTION FOUR

Erasmus+ Student Internship Mobility Application, Evaluation, Approval

Conditions of application

ARTICLE 12 – (1) In order to apply for the Erasmus+ Student Internship Mobility Programme, students shall fulfil the following conditions:

- (a) To have achieved a minimum GPA of 2.20/4.00 for associate/undergraduate students, and a minimum GPA of 2.50/4.00 for master's degree students;
- (b) In terms of English language level; to have achieved a minimum of 70 points over 100 in the Proficiency Examination held by Işık University's School of Foreign Languages, which has a validity of 4 years, or present an equivalent examination result;
- (c) In accordance with the rule of minimum 2 full months and maximum 12 full months in internship mobility; to present the letter of acceptance that shall match the stated periods, following the end of the application process,
- (d) If the student has already benefited from higher education mobility activities during his/her current learning stage, the total duration of mobility including his/her previous experience shall not exceed 12 months;
- (e) Double Major Students can apply for mobility in only one major within one application period.

Evaluation

ARTICLE 13 – (1) Election of the beneficiary candidates to participate in the Internship Mobility shall be made by the Erasmus+ Election Commission, in accordance with the principles defined in the related year's National Agency Execution Guidebook.

(2) The methods of evaluation of the beneficiary in Internship mobility shall be defined before the mobility within the frame of the principles defined in the related year's National Agency Execution Guidebook.

(3) Beneficiaries can participate in the Internship Mobility programme at any level within the student's academic period, and within 12 months after graduation for final year students. For internship mobility to be realized after graduation, applications shall be made in student status. Already graduated students cannot apply for the programme.

(4) The post-mobility internship report that shall be prepared by the beneficiary and approved by the receiving institution shall be delivered to the related Faculty/Management by the UIDB, and shall be finalized after the evaluation by the related Department and the Administrative Board.

Distribution of grants and deductions

ARTICLE 14 – (1) In terms of distribution of grants and deductions for beneficiary candidates to participate in the Internship Mobility, the procedures defined at Section Three, Article 11 of the present directive, prepared within the frame of the principles defined in the related year's National Agency Execution Guidebook shall apply;

- (a) In the event that a partial grant is defined for a beneficiary candidate, the internship mobility grant payment shall be assigned for a minimum period of 2 months.
- (b) In the event that an increased grant amount or an additional grant that should be demanded from the National Agency is applicable, and that the Erasmus+ Election Commission considers appropriate to apply the grant for a period longer than 2 months; the beneficiary candidates to receive a grant shall be determined considering their success status on the basis of the impartiality and openness principle.

Internship Approval

ARTICLE 15 – (1) The Internship Mobility approval shall be stated on the ungraduated beneficiary's transcript

- (a) In the event that compulsory internship is required for the beneficiary's graduation and if the approved internship report is considered to be appropriate by the Administrative Board of the Faculty/Vocational School of Higher Education, the Internship Mobility shall be counted for compulsory internship. This shall be shown on the Diploma Supplement.
- (b) In the event that the content of internship does not cover the requirements of the compulsory internship, or that the beneficiary is not obliged to serve a compulsory internship, or that he/she had completed the compulsory internship before the mobility; if the approved internship report is considered to be appropriate by the Administrative Board of the Faculty/Vocational School of Higher Education, the internship shall be counted as a Free Elective or Complementary Elective course equivalent to the ECTS defined for internship in the curriculum, and it shall be shown with Pass (P) mark on the transcript.

SECTION FIVE

Erasmus+ Staff Training Mobility for Academic and Administrative Staff Application and Evaluation, Approval of Participation Request, Grant Payments

Application and evaluation

ARTICLE 16 – (1) Applications for the Erasmus+ Staff Training Mobility for Academic and Administrative Staff shall be received in accordance with the principles defined on the related year's National Agency Execution Guidebook.

(2) The beneficiary's request to participate in the Erasmus+ Staff Training Mobility for Academic and Administrative Staff shall be finalized by the Erasmus+ Election Commission in accordance with the principles defined on the related year's National Agency Execution Guidebook, with the evaluation criteria declared with the application announcement, and with the grant quota for the related year.

Approval of participation request

ARTICLE 17 – (1) The academic staff entitled to participate in the mobility within the frame of the grant quota shall submit a request to the Dean's Office/Vocational School of Higher Education Management. The administrative staff shall submit a request to his/her administrative unit.

(2) Once the participation request of the administrative staff is approved by the Rectorate, it shall be submitted to the UIDB. For the academic staff, once the participation request is approved by the Rectorate, together with the approval of the University Administrative Board, it shall be submitted to the UIDB.

(3) A beneficiary entitled to participate in the mobility shall be deemed to be on administrative leave throughout the staff mobility programme.

Payment of grants

ARTICLE 18 – (1) Payment of grants shall be made by the UIDB in accordance with the principles stated on the application announcement defined in line with grant calculation principles declared on the related year's National Agency Execution Guidebook.

(2) A grant agreement shall be signed by and between the beneficiary that will participate in the programme and the University. With this agreement, the beneficiary's participation in the programme shall become certain.

(3) Under the terms defined on the signed grant agreement, once the required documents announced to beneficiaries are presented in full to the UIDB, Payment of grants shall be fully paid in accordance with the grant calculation method defined on the related year's National Agency Execution Guidebook.

(4) The beneficiary candidates that waive their right to benefit from the mobility shall report their decision to renounce to their Department until the final date to be announced by the UIDB.

(5) In the event that a beneficiary, who has received the grant payment for their participation in the programme does not participate in the activity, and that he/she fails to return the accrued grant to the University, legal procedures shall start in accordance with the terms of the signed grant agreement and other related regulations.

SECTION SIX
Miscellaneous Terms

ARTICLE 19 – (1) If the grades achieved during the programme are sent by the receiving institution until the end of Success Scholarship evaluation period and transferred to the beneficiary’s University transcript, it shall be included in the calculation of Success Scholarship.

(2) In the event that the beneficiaries, who are obliged to return the grant fail to do so for any reason until the end of the time informed to them for this purpose, the Rectorate shall be entitled to cease the beneficiary’s registration and graduation procedures in light of a justified statement presented by the UIDB.

(3) In the event that the Grade Conversion Table/Formula is updated, the new students to apply for the Mobility shall refer to the final table/formula approved by the Senate.

(4) In such cases that are not clarified in the present directive, the terms defined by the European Commission, National Agency and the University Rectorate shall be valid.

(5) The present directive shall be effective as of its date of approval by the University Senate.

(6) The present directive shall be executed by the Rector of Işık University.

Senate: 01.03.2022, No: 5, Effective Date: 01.03.2022