

BAŞKENT UNIVERSITY

DIRECTIVE ON EXCHANGE PROGRAMS

(Adopted by the Senate of Başkent University with the decision no. 852/13 dated 22 March 2018)

AIM

Article 1. This Directive's objective is to regulate the principles regarding international bilateral agreements, Erasmus+, Mevlana, and Farabi Exchange Programs.

SCOPE

Article 2 The principles laid down in the Directive include the duties and authorities of the relevant unit and persons and the process regarding the mobility of students, academic and administrative staff who took part in the international inter-institutional agreements, Erasmus+ Mevlana, and similar exchange programs.

LEGAL BASIS

Article 3 This Directive was drawn up in reliance upon the relevant articles of "Regulation on Student and Academic Staff Exchange Program between Higher Education Institutions (Farabi Program)", "Regulation on Mevlana Exchange Program" and "Regulation on the Principles of Transition for Undergraduate Programs in Higher Education Institutions, Double Major and Minor and Credit Transfer between Institutions".

TERMS

Article 4

In the Directive, the following terms denote to:

- a) Exchange program: Student's taking courses, doing research/internship in a partner university or institution within the scope of international bilateral agreements or Erasmus+, Mevlana, and similar exchange programs,
- b) Erasmus program: Students' studying in a university or doing internship (placement) in an institution abroad as well as staff mobility for teaching or training through Erasmus international inter-institutional agreements within the scope of Erasmus+ main program,
- c) Mevlana program: Students' studying at a university abroad and staff mobility for teaching or training through Mevlana bilateral agreements,
- d) Farabi program: Student's studying at a university across the country through Farabi bilateral agreements,
- e) President: The President of Başkent University,
- f) University: Başkent University,
- g) Senate: The Senate of Başkent University.

AUTHORIZED PERSONS AND UNITS

Article 5

International Relations and Exchange Programs Coordinator

The president of the University appoints international Relations and Exchange Programs Coordinator. His/her duties are as follows:

- a) Ensuring coordination for every aspect of exchange programs in the entire University.
- b) Signing the beneficiaries' exchange program documents.
- c) Taking and implementing decisions regarding exchange programs in the entire University.
- d) Coordinating and supervising the conduct of exchange programs.
- e) Implementing the administrative procedures of the incoming and outgoing students

within the scope of exchange programs.

f) Introducing the exchange programs in the University, preparing introductory materials, corresponding with the concerned universities, and updating agreements.

g) Ensuring the coordination among the President's Office, Faculty/Institute/Department coordinators, Registrar's Office, and Office for Administrative and Financial Affairs.

Faculty Exchange Programs Coordinator

Faculty Exchange Programs Coordinator is appointed among the faculty members by the Dean of the concerned faculty. S/he reports to the Department Exchange Coordinators on the developments and decisions taken related to exchange programs. S/he ensures the cooperation among the Department Exchange Programs Coordinators and the implementation of decisions taken.

Institute Exchange Programs Coordinator

Institute Exchange Programs Coordinator is appointed among the faculty members by the concerned Head of the Institute. S/he reports to the Graduate School Department (GSD) Exchange Programs Coordinators on the developments and decisions taken regarding the exchange programs.

Department Exchange Programs Coordinator

Department Exchange Programs Coordinator is appointed among the faculty members by the concerned Head of Department. S/he introduces the exchange programs in the concerned department, making announcements about these programs, assisting students who intend to participate in the exchange programs with the University, and the course selection process. S/he contacts with partner universities about incoming students or outgoing students as well as all kinds of academic communication. She/he assumes responsibility for selecting the students who intend to participate in the exchange programs, making and implementing the agreements in coordination with the Faculty Exchange Programs Coordinator, International Relations and Exchange Programs Coordinator. S/he directs the students who have completed exchange programs to recognize the courses taken in the exchange period towards their programs and acts as an advisor to the incoming exchange students in course selection.

Graduate School Department (GSD) Exchange Programs Coordinator

The graduate school department (GSD) exchange programs coordinator is appointed by the concerned GSD chair among the faculty members. In graduate programs, the concerned department exchange coordinator is also acting as the GSD Erasmus Coordinator. S/he introduces the exchange programs to GSD, making announcements about these programs, helps the graduate students interested in the exchange programs with the selection of the University and courses. S/he assumes responsibility for selecting the students who intend to participate in the exchange programs, making and implementing the agreements in coordination with the Faculty Exchange Programs Coordinator and International Relations and Exchange Programs Coordinator. S/he directs the students who have completed exchange programs in recognizing the courses taken in the exchange period towards their programs. Acting also as an advisor to the incoming exchange students in course selection.

International Relations and Exchange Programs Coordination Office (IREPCO)

International Relations and Exchange Programs Coordination Office, which works under the President's Office, carries out the administrative procedures of the incoming exchange students. It introduces exchange programs in the University and preparing introductory materials. It also corresponds with the concerned universities, updates the agreements, and ensures the coordination among the concerned coordinators, Registrar's Office, and Office for Administrative and Financial Affairs.

OUTGOING STUDENTS UNDER EXCHANGE PROGRAMS

APPLICATION CONDITIONS

Article 6 Students who will apply to exchange programs must fulfill the provisions set below at the time of application:

1. a. Having attended their undergraduate or graduate programs for at least one semester,
b. Meeting the cumulative grade point average (GPA) requirements of Student Mobility, the bilateral agreement signed by the University, "Regulation on Student and Academic Staff Exchange Program Between Higher Education Institutions (Farabi Program)", "Regulation on Mevlana Exchange Program" and of the "Handbook" published in the application year by the Centre for European Union Education and Youth Programs of the Turkish National Agency.
c. Having fulfilled other application criteria, if any, as required by the program, they are registered.

- Exchange program applicants either having double major or enrolled in two graduate programs may apply for only one of the two programs during an application period.
- Evaluation of exceptional cases is at the discretion of faculty/graduate school administrative boards.
- Research Assistants must obtain the approval of their Department/GSD chair and the concerned Dean's Office/Institute's Board of Directors at the time of application.
- Students of the Preparatory English and Scientific Preparation Program cannot apply to exchange programs.
- The thesis and/or academic advisor and the GSD chairs are authorized to decide whether the 4th-semester students who have not completed their credit/non-credit course loads in graduate programs with a thesis and doctoral programs can apply to exchange programs or not.
- If the courses to be taken within the scope of the program are offered in a language other than English, the student must have adequate proficiency in that language or should provide a document that indicates s/he is learning the said language,
- Provided that the grants allocated to the University are sufficient, a student in any level of university education (undergraduate, graduate, doctoral) can benefit from the Erasmus program on grant up to 12 months. The mobility performed within the Erasmus placement (internship) scope is included in the 12 months' period determined for the relevant education level.

2. Exchange programs cannot be benefited during the following stages of the doctoral programs:

- a) For doctoral students who have not sat the doctoral qualifying exam, the last semester in which they have to take the exam,
- b) The last semester in which they are to attend the thesis proposal defense,
- c) In the final semester of the maximum duration of the program.

The student's thesis and/or academic advisor and the GSD chair are authorized to decide whether the 4th-semester master's and doctoral students with thesis who have not yet taken a seminar course or have not completed the program course loads can benefit from exchange programs or not.

APPLICATION PROCEDURES

Article 7 Every year, introductory meetings for students are held by the International Relations and Exchange Programs Coordination Office (IREPCO). Information about the applications is announced on the web page of the IREPCO and on the boards.

While determining the choices of the students', the curriculum of the subject University, the outline and content of the courses, the language of education, the European Credit Transfer System (ECTS) credits of the courses, and similar factors are taken into consideration by the Department/Department Exchange Program Coordinator and the students' thesis and/or academic advisors. The student specifies the eligible universities in the application form, and the application form is signed by the Department/GSD Exchange Program Coordinator.

Required documents for application are submitted to the Exchange Program Coordinator until the announced application deadline of the relevant semester.

In case of vacant quotas resulting from student placements in the exchange program carried out by the IREPCO, a new application and evaluation calendar is set to receive new applications for the vacant quotas.

EVALUATION AND PLACEMENT

Article 8 Students whose Erasmus or Mevlana applications have been accepted must sit the English Proficiency Examination conducted by the School of Foreign Languages. The base scores of the English Proficiency Examination are announced according to the conditions stated in the inter-institutional agreement.

Applications are evaluated in accordance with the criteria set for the concerned year and included in the relevant exchange program regulation before the commencement of the application period. During the student selection process, their total scores regarding the determined and announced criteria, their university choices, the Erasmus quotas of the concerned universities, and the grant total allocated to the University are taken into account with the consultation of the Department/GSD Erasmus Coordinators.

The results of the evaluation and placement are announced on the website of the IREPCO and on the boards.

The academic status of a student who has obtained the right to participate in the exchange programs is re-evaluated prior to the semester s/he leaves. In the event that the student does not meet the minimum application conditions, the student's situation is re-evaluated by the IREPCO, and the right to benefit from the Erasmus Program may be cancelled.

COURSES TO BE TAKEN, ACADEMIC RECOGNITION DOCUMENT, AND LEARNING AGREEMENT

Article 9 The course schedule in the host institution for students placed in the exchange programs is determined by the Department/GSD Erasmus Coordinator, the students' thesis and/or academic advisors and the Department/GSD chair.

The course schedule determined is specified on the Learning Agreement, if any, and it is signed by the student, Department/GSD Erasmus coordinator, and the International Relations Coordinator of the University.

The courses to be taken abroad within the scope of the Erasmus Program and the equivalents of these courses at Başkent University are stated in the Academic Recognition Document. This form is signed by the student, Head of Department/EADB and Faculty/Graduate School Erasmus Coordinator, and sent to IREPCO by the student.

Erasmus students are expected to take approximately 30 ECTS credits in one semester, and the course load of the student in one semester cannot be less than 20 ECTS. For undergraduate students, the number of courses to be counted at Başkent University or the total of their equivalent credits cannot exceed the limits specified in the articles on the course load of the relevant

regulation.

The student is obliged to inform the Department/GSD Erasmus Coordinator of all changes made in the course program before completing the relevant semester at the host university and obtain approval within the Learning Agreement and Academic Recognition Document scope.

APPLICATION TO THE UNIVERSITY ABROAD AND ADMISSION PROCESS

Article 10 Correspondence with the other University is made by the IREPCO and/or the Department/GSD Erasmus Coordinators. It is the student's responsibility to prepare the documents requested by the host university. However, in the preparation of the documents, IREPCO provides consultancy services to the student. Application documents are sent to the related offices of the other universities by the student in coordination with the IREPCO and the Department/GSD Erasmus Coordinators before the deadline.

Travel, accommodation, and visa procedures are of the student's own responsibility.

STATUS OF STUDENTS AT BAŞKENT UNIVERSITY

Article 11 Students are considered on vacation during their stay abroad within the scope of the Erasmus+ Program. Students' status as a student of Başkent University continues. The time spent at the host university within the framework of the Erasmus program is included in the maximum education period.

Students pay the fee for the program they are enrolled in, but they do not select a course.

The status of research assistants who would like to benefit from this program is evaluated within the framework of related regulations and guidelines.

The statuses of the scholarshiped students who will go abroad continue in accordance with Article 18 of the Başkent University Scholarship Directive.

CONTRACT AND PAYMENT OF GRANTS

Article 12 Before the student leaves, a grant agreement is signed between Başkent University and the student. With this contract, it is ensured that the student will participate in the Erasmus exchange program. The names of the students who have signed the grant agreement are notified to the Registrar's Office by the IREPCO.

Grants are paid as determined and announced for that year. 80% of the total grant awarded is paid within three weeks after the students' submission of all related documents in full to the IREPCO. The remaining grants are paid after return documents have been completed.

The student who returns after completing the Erasmus Program is obliged to hand in the transcript of the University abroad, the signed Learning Agreement and the Academic Recognition Document, which includes the changes made at the University abroad, the period form confirming the period of stay and the report evaluating the exchange period to the IREPCO pursuant to the contract. In addition, the student is obliged to take the two exams of the Online Linguistic Assessment (OLS) conducted by the European Commission and to fill in the final report, which is also sent online by the European Commission. 5% of the grant is cut from the student who does not take the second OLS exam and does not fill in the final report.

COURSE SUBSTITUTION PROCEDURES

Article 13 The documents to be taken as a basis in the course substitution process are the Learning Agreement, the Academic Recognition Certificate, and the transcript received from the host university.

While selecting a course, 30 ECTS credits for 1 semester and 60 ECTS credits for 1 year should be targeted. The success goal of the student is to collect 2/3 of the credits of the courses taken. Students considered successful will be regarded as if they spent the semester in Turkey during the time they spent the semester(s) abroad. Students who are considered unsuccessful will

continue their education from where they left before becoming an Erasmus student, but they are exempted from courses equal to the total credit of the courses they have passed.

The 5% grant of the student who does not take the second OLS exam and does not fill in the final report sent online by the European Commission will be deducted.

If the students are successful in all the credits they have taken, the remaining 20% grants are paid upon return.

In case students fail 1/3 of the total credits of the courses they have taken, the remaining 20% grant is paid on their return.

In case students fail 2/3 of the total credits of the courses they have taken, 20% of the grants of the students who are notified by the University abroad that they do not fulfil their responsibilities are not paid.

In the event that the students fail 80% of the courses they have taken, all the grant of the students who are notified by the University that they do not fulfill their responsibilities are not paid; the grant paid is returned.

If the English language courses selected by the student before the commencement of Erasmus mobility are not opened or the selected courses conflicts; in the event that the language of the new course to be chosen from the host university is not English, it is the student's responsibility to report this to the IREPCO. If students do not report this situation and fail due to the related course(s) language on their return, a deduction is going to be made according to the loan rate they receive from their grant.

Course counts are made by the Faculty/Institute's Board of Directors upon the recommendation of the said Department/Department's Erasmus Coordinator, thesis and/or academic advisor, and the Head of the Department/GSD. The related Board of Directors is authorized to make decisions on the courses not specified in the Learning Agreement and the Academic Recognition Document.

The courses to be taken by the student at the institution s/he will attend to, do not necessarily correspond exactly to the courses s/he is required to take in the relevant semester/year in terms of name and content. In the course selection, the contribution of the student to the individual and professional development is taken as the basis. The contents of the courses to be taken abroad are determined by the related unit's compliance commission within the framework of these principles, and the student is notified. The process of being counted as a course is determined according to ECTS credits regardless of the number of courses.

Within the scope of the Erasmus program, each course taken by students studying at foreign universities during this period is considered to be equivalent to a course deemed appropriate in terms of content at our University. Courses that are not exactly the same can be counted as equivalent to different courses in different departments. Alterations in a previously equivalent course can only be made with the decision of the related boards. The courses taken and failed at foreign universities are retaken at our University if the course contents are exactly the same. If the failed course is not available at our University or is not exactly the same, a new course to be determined by the related Department Head is taken at our University instead.

Having regard to the ECTS credits and contents, more than one course taken abroad can be counted to a single course at Başkent University. The grade point average is taken into account in the event that the courses taken by students studying at universities abroad are equivalent to a single course in our University.

The course taken by the students who have benefited from the Erasmus program and have returned can be substituted for a course regardless of the prerequisite rule during the course replacement process.

Students who complete and their education and have come back from University abroad apply to the related Department/GSD Directorates with the original transcript taken from the University abroad for course substitution procedures. The grades of the courses the student has taken and succeeded abroad are converted to the grading system applied at the University and recorded on the student's transcript. The student takes the courses previously determined as equivalent courses by the related unit administrative board instead of the courses he/she failed. The grades of the courses taken at foreign universities are converted to the grading system valid at our University and are included in the student's transcript by the Registrar's Office and included in the calculation of the Grade Point Averages and shown in the transcript.

Within the scope of exchange programs, grade conversions of incoming and outgoing students in undergraduate levels are determined in line with the following chart:

ECTS Grade	Estimated per cent of the students who became successful by getting this grade	Definition	Başkent University Grading System*
A	10	Excellent	A
B	25	Very good	B+
C	30	Good	C+
D	25	Average	D+
E	10	Pass	D
FX	—	Fail	F
F	—	Fail	F

Within the scope of exchange programs, grade conversions of incoming and outgoing students at the graduate level are determined in line with the following chart:

ECTS Grade	Estimated per cent of the students who became successful by getting this grade	Definition	Başkent University Grading System*
A	10	Excellent	A
B	25	Very good	B+
C	30	Good	B
D	25	Average	C+
E	10	Pass	C
FX	—	Fail	F
F	—	Fail	F

TUITION FEES AND OTHER COSTS

Article 14

Within the scope of Erasmus and other Exchange Programs, the students pay their tuition fees to their own University during their study education abroad. They do not pay a tuition fee at the University abroad. Accommodation, transportation, personal expenditures, feeding, health insurance, and other private expenses are the out-of-pocket payments of the students.

The students who benefited from the exchange in graduate programs pay a tuition fee based on the total credit indicated in the Learning Agreement.

INCOMING STUDENTS UNDER ERASMUS/FARABI EXCHANGE PROGRAM

APPLICATION

Article 15 The applicant student who wishes to study at Başkent University provides and fills himself/herself the application form on the webpage of IREPCO or through the Exchange Office at his/her own University, and submits this form to the IREPCO through the relevant exchange office before the deadline. A recently dated transcript and a copy of a passport or identity card are annexed to the application form.

If the incoming students under Farabi Exchange Program are applied to the Departments having a 100% or 30% English as language of education at our University, they are requested to offer foreign language proficiency document.

COURSE SELECTION AND LEARNING AGREEMENT

Article 16 The incoming student indicates which courses he/she will take through the application form on the webpage of IREPCO. In case the courses are not offered, the courses indicated on the application form may be subject to change.

In the event that the incoming students request and the IREPCO approves it, the concerned Faculty/Institute's Board of Directors may decide to offer courses in the English language.

Department/GSD Erasmus Coordinators act as academic advisors of the incoming students. Department/GSD Erasmus Coordinators assist the incoming students under Erasmus and other Exchange Programs in the course selection and sign the registration form of these students.

The incoming students under Erasmus/Farabi exchange program further submit the Learning Agreement to the IREPCO.

SENDING THE LETTER OF ACCEPTANCE

Article 17 After the application document and Learning Agreement are received, the application is evaluated by taking into consideration the exchange balance (the outgoing-incoming student ratio) between the two universities, and the academic status of the applicant. The IREPCO sends letters of acceptance to the students whose applications have been accepted.

INFORMING THE INCOMING STUDENTS AND OTHER PROCEDURES

Article 18 The information notes, as well as the letter of acceptance, are submitted to the incoming students. Such details as the visa procedures, academic calendar, orientation program etc. are included in the information notes.

The IREPCO advises incoming exchange students regarding administrative procedures at Başkent University.

NECESSARY PROCEDURES REGARDING EXCHANGE STUDENTS WHO HAVE COMPLETED THEIR STUDY PERIOD AT BAŞKENT UNIVERSITY

Article 19 The University cuts off the relations with Exchange/Erasmus program students who have completed their exchange period at Başkent University before returning to their country, and IREPCO sends a letter including official transcripts and letter of acknowledgement concerning the education period to his/her own University's Exchange Program Office.

STUDENT MOBILITY FOR PLACEMENT

STUDENT MOBILITY FOR INTERNSHIP (PLACEMENT)

Article 20 Students who will apply for the Erasmus student internship mobility program must meet the following criteria:

- a. Meeting the cumulative grade point average (GPA) requirements of Student Mobility of the "Handbook" published in the application year by the Center for European Union Education and Youth Programs of the Turkish National Agency
- b. Determining and contacting the work placement enterprise/institution themselves,
- c. Having received a letter of acceptance from the enterprise/institution by the application deadline.

Students must obtain the approval of the concerned Department/GSD for the internship subject area, duration, and other related details.

Regard being had to the criteria established and set for the concerned year before the application period, the applications are evaluated by the IREPCO and the placements are carried out.

A grant agreement is signed between Başkent University and the student before his/her departure. With this agreement, the student's participation in the Student Mobility for Placement is confirmed. The names of students who have signed the grant agreement are submitted to the Registrar's Office by the IREPCO.

Grants are paid as determined and issued for that year. 80% of the total grant awarded is paid within 3 weeks after the students submit all their documents in full to the IREPCO. The remaining grants are paid after return documents have been completed.

The documents to be evaluated during the internship are the Academic Recognition Document for placement (internship), Certificate of Attendance, the report confirming the period of stay, and the report evaluating the exchange period.

Upon the completion of the internship, the returned students must apply to the concerned Department/GSD chairs with the necessary documents.

The student who returns after completing the internship is obliged to hand in copies of the Academic Recognition Document, Certificate of Attendance, the report confirming the period of stay, and the report evaluating the exchange period to the IREPCO. In addition, the student is obliged to take the two exams of the Online Linguistic Assessment (OLS) conducted by the European Commission and to fill in the final report, which is also sent online by the

European Commission. 5% of the grant is cut from the student who does not take the second OLS exam and does not fill in the final report.

The placement is counted toward the program by the decision of the Faculty/Institute's Board of Directors by taking into consideration the Academic Approval Form for placement (internship) through the recommendation of the concerned Department/GSD Erasmus Coordinator and Department/GS chairperson.

STAFF MOBILITY

(STAFF MOBILITY FOR TEACHING AND TRAINING)

Article 21

Staff mobility includes two types of mobility: mobility for teaching and mobility for training.

The following principles are laid down for Staff Mobility for Teaching:

- a. The applicant must be a full-time faculty member at Baškent University.
- b. The outgoing faculty member should be such as to contribute to the development of the undergraduate/graduate program of the incoming University within the scope of the exchange program.
- c. The studies toward the production of new teaching materials should be conducted.
- d. The relations between departments and faculties should be improved, and it should be the laid groundwork for developing joint projects.
- e. There must be an inter-institution agreement between the host higher education institution abroad and Baškent University, and both parties must have Erasmus Charter for Higher Education.
- f. 'A teaching program', which has been approved by Baškent University and the host university, must exist.
- g. A letter of invitation/letter of acceptance submitted by the host higher education institution, which includes the period to be benefited by the outgoing faculty member during the exchange period, should exist.
- h. In the event that the outgoing faculty member's period during the exchange program lasts less than one week, s/he should participate in a study that includes at least a course of 8-hours. During the exchange period, the teaching period cannot be more than a full semester (6 months).
- i. The faculty members avail themselves of the right to benefit from the exchange program for once in an academic year. However, provided that there are sufficient and eligible applications, Baškent University may grant the same faculty member benefit from the exchange program more than once in the same academic year.
- j. During the election of the faculty member, a priority is granted to the member who has never been abroad concerning his/her professional career.
- k. The priority in the exchange is granted to the departments which have never benefited from the exchange or have less benefited from exchange programs.
- l. The selection procedure of faculty members of the departments, which have not used the fund allocated to them in the previous years, is made by the IREPCO.

In order to benefit from the Staff Mobility for Training,

- a. The applicant must be an executive staff or administrative staff at Baškent University,
- b. There must be an inter-institution agreement between the host higher education institution abroad and Baškent University, and both parties must have Erasmus Charter for Higher Education,
- c. 'A work plan', which has been approved by Baškent University and the host

university, must exist,

d. The minimum mobility duration requirement set for the concerned year must be met.

Regard being had to the criteria established and set for the concerned year before the application period, applications are evaluated by the IREPCO and the placements are carried out according to the results of the English Proficiency Examination held by the Department of Preparatory English. Base scores of the English Proficiency Examination are determined by the IREPCO.

The relevant staff placed is obliged to receive the permission of the concerned Head of Unit for the period of stay abroad.

A grant agreement between Başkent University and the concerned staff member is signed before his/her departure. With this agreement, the concerned staff's participation in Staff Mobility Program is confirmed.

Grants are paid as determined and issued for that year. 80% of the total grant awarded is paid after the relevant staff submits all his/her documents in full to the IREPCO. The remaining grants are paid after return documents have been completed.

Upon completion of the mobility period, the relevant staff must submit the Personnel Information Form, Certificate of Attendance, Report Form and Travel Documents to the IREPCO. Further, he/she is obliged to fill in the final report sent online by the European Commission

Research Assistants receive approval of the Head Office of Department and Dean's Office/Office of Institute's Director.

OTHER EXCHANGE PROGRAMS

Article 22

The units and persons whose duties and authorities specified in this Directive have the responsibility for conducting all kinds of procedures in respect of incoming and outgoing students under Exchange Programs based on international inter-institutional agreements.

VALIDITY

Article 23

This Directive enters into force as of 22 March 2018 following the ratification of the Senate.

IMPLEMENTATION

Article 24

This Directive is implemented by the President of Başkent University.