# T.C.

ISTANBUL MEDIPOL UNIVERSITY

EUROPEAN UNION EDUCATION AND YOUTH PROGRAMMES

ERASMUS+ PROGRAMME STUDENT/STUFF MOBILITY BETWEEN PROGRAMME COUNTRIES INSTRUCTION

FIRST SECTION

 Aim and Scope

**ARTICLE 1 -** (1) The aim of this instruction is Lifelong Learning, Erasmus, which is among the European Union Education and Youth Programmes, from Istanbul Medipol University to the universities and other higher education institutions and businesses included in the programme for education, training and internship (placement) purposes. To regulate the processes related to students and staff.

**Definitions**

# ARTICLE 2 – (1)

1. Unit: Department and programme of Faculty, School, Institute, Vocational School affiliated to Istanbul Medipol University,
2. Training Agreement: The training agreement regarding the work programme to be made during the placement process in internship activities,
3. Bilateral Agreement: The student/lecturer/personnel exchange agreement between the units of our University and the units of the universities included in the programme,

ç) Coordinatorship: Istanbul Medipol University Erasmus Institution/Unit Coordinatorships,

1. Learning Agreement: The agreement signed by the student himself, the Unit Erasmus Coordinator, the Unit Erasmus Coordinator of the University he will attend, and the Erasmus Institution Coordinator of both Universities, showing the University that the student will attend the exchange, the courses to be taken, the credits of the courses,
2. Recognition Certificate: The document that records the matching/recognition of the courses to be taken/works to be done at the guest institution by the University,
3. Turkish National Agency: European Union Education and Youth Programmes Center,
4. Our University: Refers to Istanbul Medipol University.

# SECOND SECTION

The Functioning of the Lifelong Learning Programme Erasmus Programme

**ARTICLE 3 -** (1) “Istanbul Medipol University Erasmus Institutional Coordinatorship” is responsible for the functioning of the Erasmus+ programme at the University. The institutional coordinator makes the necessary arrangements in coordination with the unit coordinators.

# Conditions for Students to Benefit from the Exchange

**ARTICLE 4 -** (1) The student who will apply to the programme must be a Turkish citizen and/or a citizen of other countries, but must be a full-time student registered at the formal education levels of our University.

1. As of the end of the semester/year before the student’s application date, the GPA of at least 2.20/4.00 for associate and undergraduate students; For graduate students, a minimum score of 2.50/4.00 is required.
2. Students studying in the compulsory foreign language preparatory class and the first year of associate and undergraduate programmes cannot benefit from the Erasmus programme.
3. Students are required to apply to the Coordinators on the specified and announced dates.

# Applications, Exams and Evaluation

**ARTICLE 5** - (1) The calendar of application and exam dates is determined and announced by the Erasmus Institutional Coordinatorship of Istanbul Medipol University.

1. The signed application form must be submitted to the Coordinator’s Office together with the approved student transcript.
2. Students who meet the application requirements are taken to the Foreign Language exam. Students who get the required grade from the Foreign Language Exam, which will be determined by the Erasmus Institutional Coordinatorship of our University for the relevant year, are evaluated if they meet their grade point average and, if any, the special conditions of the University they will exchange (the language of education, language level, etc.).
3. National and international exams accepted by the Council of Higher Education can be evaluated within the framework of the criteria specified in the announcement.
4. In the evaluation of the applications by the Institution Coordinator, the student selection criteria determined by the National Agency for each year are taken into consideration. As a result of the evaluation, the Erasmus final scores of the students are determined and ranked.
5. Taking into account the programme quotas, the lists of main and substitute students are announced on our University’s website, according to the scores and units of all students who apply.
6. The permanent and alternate students determined by the Board for exchange must attend the “Orientation Trainings” organized by the Erasmus Institutional Coordinator.

# Procedures of Students Selected for the Programme

**ARTICLE 6** - (1) A student can become an Erasmus student once for educational purposes and once for internship purposes during their education life. The duration of activity of students must comply with the minimum and maximum periods specified by the European Commission.

1. Students can take part in exchanges with or without a grant within the scope of the programme.
2. The grant amount is paid to the students on the dates determined by the methods to be determined for each year by the National Agency.
3. Payments; Tax, social security and/or other social expenses are transferred to the bank account to notify the student without any deductions such as administrative, administrative or registration fees. All expenses related to bank transactions are covered by the student.
4. The Institutional Coordinator’s Office is responsible for deductions from the total grants of students who are found to have not attended their courses, failed to take their exams, failed at least two-thirds of the determined curriculum (total number of credits) and was unable to fulfil their responsibilities as students, and this situation is documented during their participation in the programme is decided first.
5. Students continue to pay their tuition fees by registering at our University while they are studying abroad. Students who do double major-minor programme can freeze their registration in the second diploma programme or minor programme upon their request.
6. Each student signs the “Student Grant Agreement” with the Institutional Coordinator before receiving a grant.
7. Before participating in the exchange, students are given an “Erasmus Student Statement” stating their rights and obligations.
8. Our University ensures the continuation of the scholarships and similar payments given by our University to the students participating in the exchange programme during their education abroad.
9. A Learning Agreement is signed with the student by the Unit and Institution Coordinators of our University and the Unit and Institution Coordinators of the University they will attend.
10. Learning Agreements of the selected students are approved by the board of directors of the relevant unit. In case of a change in the determined courses, provided that it is within 1 month at the latest following the start of the academic term, both universities must approve this change.
11. The courses that the student will take at the institution, will not have to exactly match the courses they are obliged to take in the relevant semester/year at our University. Still, care should be taken to choose the courses that are closest in content. A course can be paired with more than one course if its content is appropriate.
12. The courses taken by the student in the programme are converted to the grading system applied in our University and added to the weighted grade point average, and recorded in the transcript. If the student has a failed course, they must take the course/courses previously determined as equivalent courses by the relevant unit administrative board and be successful.
13. For the work done by the students participating in the programme within the scope of the internship to be considered as fulfilling the official internship obligations, a decision is taken by the relevant administrative board with the appropriate opinion of the relevant unit coordinator. Internships of students who do compulsory internships are credited with ECTS credits in line with the Bologna Criteria.
14. Students must complete the Erasmus Student Survey within one month after they complete their education and internship activities abroad and return to our University.
15. In the diploma supplements to be given to the students participating in the programme, the courses/internship programme they have taken abroad are indicated.

# Grade and Credit Transfer

**ARTICLE 7 –** (1) Students participating in the Erasmus exchange programme must bring transcripts of the courses they took at the end of each semester of the University they attend. ECTS-Istanbul Medipol University credit and grade conversions are made by the relevant unit administrative board, taking into account the values in the conversion table of the grades in the Istanbul Medipol University Associate and Undergraduate Education Regulations of our University and the Postgraduate Education Regulations.

(2) Some universities abroad do not give an ECTS grade and use the phrase “PASS” which means “PASSED”. “Pass expression” is accepted as (80/100) for undergraduate students and (85/100) for graduate students in grade conversion.

Grade Conversion Table for Outgoing Undergraduate Erasmus Students from Istanbul Medipol University:

|  |  |
| --- | --- |
|  | Istanbul Medipol University Grading System |
| ECTSGrade | Scores | Success Coefficient | Letter Success Grade | Degree |
| A | 95 - 100 | 3,77-4,0 | A | Very Good |
| 90-94 | 3,55-3,76 | A- | Very Good |
| 85-89 | 3,34-3,54 | B+ | Very Good |
| B | 80-84 | 3,13-3,33 | B | Good |
| C | 75-79 | 2,91-3,12 | B- | Good |
| 70-74 | 2,70-2,90 | C+ | Good |
| D | 65-69 | 2,48-2,69 | C | Average |
| E | 60-64 | 2,27-2,47 | C- | Average |
| F,Fx | 0 - 59 | (F1-F2 ) | F | Failure |

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# Procedures of Students Coming Within the Scope of the Programme

**ARTICLE 8 -** (1) The applications of the students who will come within the scope of the Erasmus programme, made in the determined procedures, are forwarded to the relevant unit coordinator by the Erasmus Institution Coordinator. The Institutional Coordinator sends students whose applications are accepted after being evaluated by the units an acceptance letter.

1. Procedures such as taking courses and organizing the programme of the incoming students are carried out by the relevant unit coordinator. In addition, a faculty member is appointed to advise these students.
2. The language of instruction of the courses incoming students will attend is the same as the language of instruction of the relevant department/programme. However, in the courses given in Turkish; It is possible for the lecturer giving the course to authorize the students to write their exams and/or homework in a foreign language in order to enable them to follow the course.
3. Students who complete their education by the coordination of the institution are given a Certificate of Attendance indicating the period of education. Students who complete the programme are given a transcript showing the courses and grades in English.

# THIRD SECTION

Erasmus Staff Mobility

**ARTICLE 9 -** (1) Staff Mobility includes two types of mobility, namely Study Mobility and Staff Training Mobility. For staff mobility; Active agreements, quotas, departments/units for which these quotas are available, application calendar and conditions, and other minimum conditions are determined and announced by the Institution Coordinator.

1. Staff teaching mobility; It is the field of activity that allows academic staff to carry out academic/educational activities jointly with the counterpart institution. Full-time academic staff who are obliged to teach at our University can be assigned for at least 2 consecutive working days and for a maximum of 6 weeks, provided that they teach at least 8 hours a week.
2. Staff training mobility; It is the field of activity that enables full-time academic/administrative staff employed at our University to go to the opposite institution or business for training. Personnel who will benefit from training mobility can be assigned for at least 2 consecutive working days and a maximum of 6 weeks.
3. Within the scope of personnel mobility, it is possible to invite personnel working in an enterprise located in one of the EU member countries to give lectures at our University. It is not necessary to have an agreement between our University and the enterprise for the personnel to be invited from the enterprises abroad and the personnel to be sent to the enterprises.
4. Applications made following the procedure are evaluated, finalized and announced by the Erasmus Institution Coordinatorship of our University, taking into account the conditions announced regarding the process and determined for the relevant year.
5. “Personnel Grant Agreement” is signed with the relevant personnel before they go.

# FOURTH SECTION

Conditions without Provisions

**ARTICLE 10 -** (1) Regarding the issues that are not provided in this instruction, Istanbul Medipol University Undergraduate - Graduate Education Regulations and the European Commission and the European Union Education and Youth Programmes Center Presidency are determined in the “Erasmus Implementation Handbook” prepared every academic year by the Turkish National Agency. Actions are taken following the provisions.

# Repealing Provisions

**ARTICLE 11 –** (1) In force before the entry into force of this instructions. “Istanbul Medipol University European Union Education and Youth Programmes Lifelong Learning Programme Erasmus Instruction” is repealed.

# Enforcement

**ARTICLE 12 -** (1) This instruction enters into force as of 23.01.2018, when accepted by the Istanbul Medipol University Senate. For applications before this date, the provisions of the previous instruction are applied.

# Execution

 **ARTICLE 13 -** (1) The provisions of this instruction is executed by the Rector of Istanbul Medipol University.

\* Accepted by the University Senate’s decision dated 23/01/2018 and numbered 2018/04-02.