

ALTINBAS UNIVERSITY
DIRECTIVE ON THE PROCEDURES AND PRINCIPLES FOR THE CONDUCT OF
THE IAESTE EXCHANGE PROGRAMME

PART ONE
Purpose, Scope and Definitions

Purpose and Scope

ARTICLE 1 - (1) The purpose of these procedures and principles is to regulate the procedures and principles regarding the IAESTE exchange programme to increase the practical knowledge and skills of Altınbaş University and graduate students.

Definitions and Abbreviations

ARTICLE 2- (1) In these procedures and principles;

- a) University Altınbaş University,
- b) Unit Academic and Administrative Units,
- c) Programme: IAESTE: The International Association for the Exchange of the Students for Technical Experience, (International Association for the Exchange of Technical Trainee Students)
- d) Representative IAESTE Turkey (International Association for the Exchange of Technical Trainee Students Turkey National Committee)
- e) O-Form Job offer form
- f) Department Altınbaş University Alumni Relations and Internationalisation Department
Presidency - Erasmus and Exchange Programmes Office,
- g) Incoming Student: University students who will carry out their internship mobility in Istanbul within the scope of IAESTE Exchange Programme,
- h) Outgoing Student: Students who will study abroad within the scope of IAESTE Exchange Programme
Altınbaş University students,
- i) Commission The commission(s) appointed by the Rectorate to select the student candidates who will benefit from the exchange programme,
- j) Partner University/Organisation: The university/institution with which Altınbaş University has signed additional protocols to carry out exchange activities within the scope of the O-Form Filling Exchange Programme.
- k) Host University: The contracted universities/organisations where the students are located during their exchange period. For the outgoing student, it is the university/institution, and for the incoming student, it is Altınbaş University/institution.
- l) ECTS Credit: The European Credit Transfer System, which allows students to transfer course/internship credits and grades that they have taken and succeeded at home and abroad from one higher education institution to another,
- m) GPA: Grade point average,
- n) Rectorate Altınbaş University and Partner University Rectorates.

PART TWO

Principles Related to Education, Training and Process

Objectives of the IAESTE Exchange Programme

ARTICLE 3 - The purpose of the IAESTE Exchange Programme is as follows:

- (1) Evaluation of the education and training opportunities of the university outside the autumn and spring semesters specified in the academic calendar,
- (2) Providing beneficiary students with the opportunity to develop internationally,
- (3) Increasing the international recognition of the university,
- (4) Providing opportunities for beneficiary students to get to know different cultures and to gain knowledge and world view in this direction,
- (5) The beneficiary offers work experience to students.

Duties and Responsibilities in the Implementation of the IAESTE Exchange Programme

ARTICLE 4 - (1) It is carried out in accordance with Article 5 of Altınbaş University Directive on the Procedures and Principles for the Execution of Erasmus and Exchange Programmes dated 13.01.2022.

Determination of Programme Dates

ARTICLE 5 - (1) The dates of the IAESTE exchange programme are determined in principle to start after the completion of the spring semester of the University.

Principles Regarding Outgoing Students

ARTICLE 6 - The procedures and principles regarding outgoing students are as follows.

(1) Application Criteria

- a) IAESTE change candidates who will apply to the programme
They must be active undergraduate or graduate students at Altınbaş University.

(2) Application Process

- a) IAESTE exchange programme applications are made through the online application system until the deadline announced by the Department within the relevant academic year. Application results are announced on the website.

(3) Announcement and Application Acceptance Dates

- a) Since the IAESTE exchange programme is a two-way mobility, quotas are opened so that the number of incoming students and outgoing students are equal.
- b) Programme applications are opened by the Department at least 2 months before the first date of the Programme. The application period is minimum 2 weeks and maximum 1 month. The Department may extend the application period when deemed necessary.
- c) Calls for application to the programme are published by the Department on the official website and announced to all students via e-mail and social media communication channels.
- d) The application of the candidates is considered valid if it is completed by the deadline by following the method specified in the announcement.

(4) Application Requirements and Required Documents

Candidates applying for the IAESTE exchange programme are evaluated according to the following criteria

information and documents are requested to be complete;

- a) Education: The student must be studying at least in the 2nd grade.
- b) Transcript: Current transcript with a minimum GPA of 2.50. If the transcripts of the candidate students are not yet available during the application process, the 5th and 7th provisions in Article 9, paragraph b of the Altınbaş University Erasmus and Exchange Programmes Procedures and Principles Directive dated 13.01.2022 shall be taken as basis.
- c) English Language Proficiency Certificate: YÖKDİL, YDS, KPDS or TOEFL IBT, CAE, FCE, PTE or Altınbaş University School of Foreign Languages Language Proficiency Certificate. A minimum score of 70 is required in English language proficiency.
- d) Student Candidate Form: IAESTE application form.
- e) O-Form: Job offer form by the company in Turkey.
- f) Student Certificate: Student certificate prepared in English.
- g) Cover Letter: A one-page letter describing the motivation of the candidate for the short-term exchange programme that is the subject of the application.
- h) CV

(5) Programme Admission, Registration and Payment Method

- a) Success ranking for admission to the programme is calculated as follows:
 - i) Foreign Language Examination Grade 40
 - ii) Academic Average 30
 - iii) IAESTE Student Committee / Club Contribution Score 30%. (Determined by the IAESTE University Representative; it is not accepted to use an opinion grade for scoring purposes only when there is no active student club).
- b) In case there is no Student Committee/Club yet, the success ranking will be calculated as follows:
 - i) Foreign language exam grade 50
 - ii) GNO %50
- c) The information and documents submitted by the candidates who apply until the specified application date are examined by the commission. The Commission determines the main beneficiaries and substitute candidates in case of quota in the number of participation.
- d) The application documents of the students selected for the programme are forwarded to the IAESTE Turkey Office together with the decision of the commission, and the IAESTE Turkey Office shares the job offer forms with the exchange method at international meetings.
- e) The IAESTE Central Office notifies the IAESTE representative of the member university of the acceptance or rejection of the student and the student who has been accepted is asked to complete the following documents:
 - i) Fee paid on behalf of IAESTE,
 - ii) Acceptance Confirmation,
 - iii) Arrival Info,
 - iv) Emergency Contact Information,
 - v) Student Undertaking and Insurance Information.

(6) Success Evaluation

- a) In order for outgoing students to be considered successful, they must meet the success conditions determined by the host institution where they carry out their internship during the Programme.

- b) In order to ensure ECTS equivalence, the success evaluation and recognition process is carried out through the academic recognition form twice, before and after the participation of the outgoing student in the programme.
- c) Academic recognition procedure for students who successfully complete the programme
ECTS information on programme participation is entered in the diploma supplement.
- d) Certificate of attendance by IAESTE for students who complete the programme is organised.

Principles Regarding Incoming Students

ARTICLE 7 - The procedures and principles regarding incoming students are as follows.

(1) Application Criteria

- a) Candidates who will apply for the IAESTE exchange programme must be actively pursuing an equivalent undergraduate or graduate education at a university.

(2) Programme Admission, Registration Method

- a) The admission process to the programme is carried out in accordance with the procedures of the member university. The list of member university students who are eligible to participate in the programme is sent to the University Department at least 2 months before the first date of the programme.
- b) Prior to the IAESTE exchange programme Incoming students attend an orientation seminar given by the Partner University.

(3) Success Evaluation

- a) Upon completion of the programme, a certificate of attendance is issued by the Partner University, Institution or IAESTE Representative.

PART THREE

Final Provisions

Enforcement and

Execution

ARTICLE 8- (1) These procedures and principles enter into force on the date of approval by the Senate.

- (2) These procedures and principles are executed by Altınbaş University Rectorate.