

ALTINBAŞ UNIVERSITY
GUIDELINES ON ERASMUS AND EXCHANGE PROGRAMMES

PART I

Purpose and Scope

ARTICLE 1 – (1) These Guidelines set forth principles and procedures governing the operation of Altınbaş University Erasmus Exchange Programmes in accordance with Erasmus Key Action 1: Learning Mobility of Individuals, Student and Staff Mobility Agreements signed among Programme Countries/Partner Countries, and Memorandum of Understanding (MoU) and student exchange agreements signed among universities.

Legal Basis

ARTICLE 2 – These Guidelines have been drawn up based on the following documents:

- (1) The Erasmus Charter for Higher Education (ECHE) awarded by the European Commission,
- (2) Altınbaş University Regulation on Associate and Undergraduate Degree Education and Assessment,
- (3) Altınbaş University Academic Rules and Regulations for Graduate Studies,

Definitions and Abbreviations

ARTICLE 3 – (1) As used in these Guidelines, the following terms shall have the meanings specified below:

- a) University: Altınbaş University,
- b) Unit: Academic and Administrative Units of Altınbaş University,
- c) Programme: Erasmus Key Action 1: Learning Mobility of Individuals, Student and Staff Mobility in Higher Education Between Programme Countries and Partner Countries, and international exchange programmes,
- d) Office: Erasmus Office operating under Altınbaş University Alumni Relations and Internationalisation Department,
- e) Institutional Coordinator: Erasmus Institutional Coordinator at Altınbaş University,
- f) Academic Unit Coordinator: Department/Programme/Associate Studies Erasmus Coordinators who are responsible for the coordination of the Erasmus Programme in academic units,
- g) Turkish National Agency: The European Union (EU) Office of Turkish Ministry of Foreign Affairs,
- h) Erasmus Handbook: Document published by the National Agency introducing the basic implementation principles of the relevant year's Erasmus Programme Activities,
- i) Beneficiary: Natural persons benefiting from any of the subactivities of the Erasmus Programme,
- j) Commission: Commission(s) appointed by the University President's Office to select the beneficiaries who will take part in the Erasmus Programme,
- k) Inter-Institutional Agreement: Agreements signed between at least two institutions awarded an Erasmus Charter for Higher Education to conduct exchange activities within the scope of Erasmus and International Exchange Programmes,
- l) Host Institution: Universities where students continue their studies during their exchange period,
- m) Host Organisation: Organisations where students conduct their placements during their exchange period,

- n) ECTS Credit: European Credit Transfer System (ECTS) credit,
- o) GPA: Grade point average,
- p) OLS test: Online Linguistic Support (OLS), an online language assessment designed to evaluate the language skills of students who participate in an Erasmus mobility,
- q) ECHE (Erasmus Charter for Higher Education): ECHE provides the general quality framework for European and international cooperation activities a higher education institution may conduct within Erasmus.

Purpose of Erasmus and Exchange Programmes

ARTICLE 4 – (1) The purpose of Erasmus and Exchange Programmes is to contribute to the strengthening of the internationalisation in higher education, the improvement of interinstitutional cooperation, and to support student and staff mobility. To meet these purposes, every year students and staff from European and non-European universities are encouraged to visit Altınbaş University and vice versa.

PART II

Processes, Roles, and Responsibilities

ARTICLE 5 (1) Roles and Responsibilities regarding the Execution of Erasmus and Exchange Programmes:

a) The **President** represents the University before the European Commission within the scope of the Erasmus Programme. His/her responsibilities include approving the mobility application of the relevant year to be submitted to the National Agency, signing the contracts, inter-institutional agreements, and other related documents, and the interim report on the ongoing activity period and the University final report on the completed activity period.

b) Operating as a sub-unit of the Alumni Relations and Internationalisation Department which directly reports to the President, **Erasmus Office** is responsible for the general operation and coordination of Erasmus and Exchange Programmes at the University. The office shall also conduct the academic and administrative activities related to the execution of the programme in line with the objectives set forth in the University's strategic plan. Other responsibilities include maintaining coordination with the National Agency, planning the projected budget for the programme, applying for the mobility accordingly, and holding the highest number of mobilities possible by using the annual budget allocated by the National Agency in the most effective way. Erasmus Office shall take the necessary measures to ensure high quality mobility activities and that students get the maximum benefit from the programme.

c) Deans/Directors of Associate/Graduate Studies shall appoint the **Academic Unit Coordinators**. Their responsibilities include offering their opinions on the agreement proposals, advising Erasmus applicants from Altınbaş University and partner universities about academic matters, and assisting them with choosing a host institution and courses they will take during their mobility. Also responsible for promoting the Erasmus Programme throughout their department and encouraging students and staff to participate, Unit Coordinators shall also approve the sections related to them in the forms and documents that need to be submitted by Erasmus applicants.

d) Appointed by the University President, **Institutional Coordinator** is the head of the Erasmus Office. S/he shall ensure that the programme is conducted in line with the University's mission and vision statements and the internationalisation objectives set forth in the University's strategic plan. Also responsible for ensuring that the Programme

is implemented in full accordance with the set of rules specified in the Erasmus Programme Guide published by the European Commission, the Institutional Coordinator shall call for a Unit Coordinators meeting at least twice a year to exchange views on the functioning of the programme, and shall provide the Alumni Relations and Internationalisation Department with an annual report on the activities performed by the Erasmus Office throughout the year.

ARTICLE 6 – (1) Erasmus Bilateral Exchange Agreements are made according to the following procedures:

- a) Erasmus agreements are arranged online on the EWP Dashboard system by the Erasmus Office upon the written request of the academic units that will be a party to the agreement. Erasmus agreements shall enter into force after being signed by the President.
- b) Under an Erasmus Bilateral Exchange agreement, the parties send each other a certain number of students.
- c) Every year, the National Agency operating under the Centre for EU Education and Youth Programmes, the main office that manages the Erasmus Programme in Turkey, opens a call for application to Turkish universities which hold an Erasmus Charter for Higher Education (ECHE). Upon the call, the Erasmus Office submits a quota for the prospective exchange students to the National Agency, requesting Erasmus grants, in accordance with the "Bilateral Exchange Agreements" and the University Guidelines for the Erasmus Programme.

Erasmus Grant Process

ARTICLE 7 – (1) The Erasmus grant process shall be conducted according to the following procedures:

- a) The quota for exchange students, who will be provided with an Erasmus Exchange Grant allocated to the University by the National Agency after nationwide assessment of applicants, shall be announced by the Erasmus Office to the relevant departments of the University and Erasmus candidates.
- b) The "Erasmus Exchange Grants" allocated by the National Agency for each student quota shall be deposited into the University's bank account.
- c) As the "Contractor", the University shall sign a contract with the National Agency and provide the grant funds to students who will participate in the Erasmus Student Exchange Programme.

PART III Mobility Types

ARTICLE 8 – The types of mobility within the Erasmus Exchange Programme are as follows:

(1) Student Mobility

- a) Associate, undergraduate, master's or doctoral degree students from any field of study can take part in student mobility in a Programme or Partner Country.
- b) Students can either study abroad at a partner university or conduct a placement in an organisation.

(2) Doctoral/Postdoctoral Mobility Fellowships

- a) PhD candidates and recent PhD holders (post-docs) can participate in short-term or long-term academic activity or placement mobility abroad.

b) The academic activity or placement can also be done virtually as a complement to in-person mobility.

(3) Blended Mobility

- a) All types of learning and placement activities abroad, including doctoral mobility, can be conducted as blended mobility.
- b) Blended mobility consists of virtual and in-person mobility components.
- c) Students, who are unable to participate in a long-term in-person learning or placement mobility due to the nature of their field of study, or due to financial or other reasons, may take part in a short-term in-person mobility with a compulsory virtual component.

(4) Staff Mobility

- a) University staff can spend time in a programme country or a partner country for teaching or learning.
- b) The mobility should be compatible with the professional and personal development needs of the participant.
- c) Staff can participate in teaching or learning mobility abroad.

(5) Exchange Programmes

- a) Associate, undergraduate, master's or doctoral degree students from any field of study may participate in a learning or placement mobility in a country, a university with whom Altınbaş University has a bilateral agreement
- b) University staff may participate in teaching or learning mobility.

Erasmus Bilateral Exchange Programmes

ARTICLE 9 – (1) Erasmus KA103/KA131 Exchange Programme Implementation Principles

a) Duration of Student Mobility

- i. The minimum duration for learning and placement mobility is 2 months, and the maximum duration is 12 months.
- ii. In blended mobility (virtual and in-person), the total duration of the mobility is the same as the minimum and maximum duration of the learning mobility, and the duration of the in-person mobility is a minimum of 5 days and a maximum of 30 days.
- iii. There shall be a mandatory virtual component as a complement to blended mobility.
- iv. Blended mobility shall be worth at least 3 ECTS credits.
- v. Short-term, in-person doctoral mobility shall last a minimum of 5 days and a maximum of 30 days. The duration of long-term doctoral mobility shall be a minimum of 2 months, and a maximum of 12 months.
- vi. Long-term doctoral mobility may include a complementary placement, in which case the mobility will be considered as blended mobility.
- vii. If the sending and hosting institutions deem it appropriate, a student can participate in mobility for learning in the autumn term following the spring term, provided that the mobility ends before the project end date.

b) Student Mobility for Learning and Placement - Application Process

- i. All students enrolled in Altınbaş University may apply to Erasmus KA103/KA131 Learning and Placement Mobility, except for students who are studying at Altınbaş University as Turkey (Türkiye) scholarship students.

- ii. Graduating students must have completed their placement activity from the date of graduation until the end of the relevant Erasmus Project year. Accordingly, they must apply before they graduate in order to be admitted to the placement mobility (The university administration will determine the candidates to be included in the post-graduate placement activity and the decision will be announced to students at the beginning of the call year).
 - iii. Candidates may apply for learning and placement mobility upon the calls to be made by the Erasmus Office during the academic year.
 - iv. When calculating the Erasmus eligibility score of students who have previously taken part in an Erasmus mobility (2014-2020 or 2021-2027), ten points will be deducted from their eligibility score for each mobility (learning and/or placement) in which they have participated.
 - v. As an application requirement, students who are transitioning from an associate to a bachelor's degree programme and who have not been issued a transcript yet are required to have a minimum associate graduation GPA of 2.20 out of 4.00; while first-year undergraduate students must have a minimum high school graduation GPA of 75 out of 100. Also, undergraduate students must have a minimum GPA of 2.20, and graduate students must have a minimum GPA of 2.50 in order to be eligible to apply to an Erasmus mobility. The applications submitted by students whose GPAs are below these levels will not be taken into consideration.
 - vi. In order to be eligible to apply for learning mobility, a student must have a minimum of twenty-eight credits for one term and a minimum of fifty-six credits for two terms. Students with fewer credits are not eligible to take part in Erasmus Mobility for Learning.
 - vii. Regarding students who have transferred from another higher education institution and do not yet have a GPA at Altınbaş University, the grade point average in the last transcript they have been issued by their previous higher education institution will be taken into account.
 - viii. Students can spend their placement period in any public or private sector organisation located in one of the host countries and operating in labour market, education or research and development sector of the economy. Placement mobility can be carried out in one of the following host organisations, except for EU Institutions, EU agencies, the National Agency carrying out EU programmes, and similar institutions: companies, embassies, or consulates of the sending country abroad, educational/training centres, research centres, chambers of commerce, trade associations, schools, foundations, non-profit organisations, career guidance organisations, professional consulting organisations, higher education institutions, and other organisations/institutions specified in the Erasmus Programme Guide.
- c) **Leave of Absence (Temporary Break from Studies)**
- i. Students who have taken a leave of absence shall not be eligible to apply for Erasmus mobility.
 - ii. Students who have taken a leave of absence shall not take part in a learning mobility or conduct their compulsory placement during their leave period. Although a student may apply for mobility during his/her leave, s/he may participate in mobility only after the leave period ends.
- d) **Double Major Students**
- i. Students pursuing a double major may apply for a mobility that is related to only one of their majors.

e) **Foreign Language Assessment**

- i. All Erasmus applicants are expected to have scored a minimum of sixty out of one hundred points in Erasmus language proficiency exam.
- ii. Applicants for placement are required to achieve a minimum score of 50 out of 100 in Erasmus language proficiency exam.
- iii. Altınbaş University School of Foreign Languages shall administer the exam.
- iv. Applicants may also present their previous English proficiency scores they had achieved in other foreign language proficiency tests such as YDS, YÖKDİL, CAE, FCE, PTE, TOEFL, IBT. Test scores older than 5 years from the date of application will not be accepted. Students enrolled in fully English-taught programmes may present the certificates they had been issued by AU School of Foreign Languages provided that the certificates are not older than 2 years from the date of application.
- v. Appeals against the results of the exam administered by the School of Foreign Languages shall be submitted within 3 days after the exam results are announced. Any appeal submitted after the deadline will not be accepted.

f) **Erasmus Score**

- i. The Erasmus scores of applicants are calculated by adding their language proficiency scores and the half of their GPA together on a 100-point grading scale.

g) **Erasmus Scores & Ranking, Assignment of Erasmus Students to Partner Universities/Organisations**

- i. The list of students who are eligible to take part in an Erasmus mobility shall be sent to the relevant departmental and undergraduate school coordinators within 3 days after the foreign language proficiency exam results are announced and the appeal letters (if any) are addressed by the School of Languages.
- ii. Erasmus assignments shall be completed within five working days according to student score and ranking, available quota, the preferences of partner universities and those of students.
- iii. The results of student mobility for ranking shall be forwarded to the relevant units of the partner universities.
- iv. Students who have applied for Erasmus Placement Mobility and have achieved a score above the minimum score required for the mobility are expected to provide a Letter of Acceptance issued by the Host Institution no later than the deadline determined by the Erasmus Office. Applications made by students who have not submitted their letter by the deadline will be deemed invalid.
- v. The participants will be chosen based on their Erasmus score, and the size of the grant amount allocated to Altınbaş University by the National Agency.
- vi. Ten points will be deducted from the next Erasmus scores of students who do not submit their waiver form to the Erasmus Office within one week before their assignment to Partner Universities and within one week after the announcement of the grants by the National Agency.
- vii. Fifteen points will be added to the Erasmus scores of students whose parents are veterans or died in the line of duty.
- viii. Ten will be added to the Erasmus scores of students with disabilities (provided that the disability is documented by a physician's report).
- ix. Ten will be added to the Erasmus scores of students who need protection, care, or shelter under the Act No. 2828 on Social Services and Child Protection.

- x. Ten will be added to the Erasmus scores of students who submit their letters of acceptance when applying for placement.
- xi. Five points will be added to the Erasmus scores of students who apply for a DOT (Digital Opportunities Traineeship) which is designed to help develop students' digital skills.
- xii. Ten points will be deducted from the Erasmus scores of students who apply for a mobility in their country of citizenship.
- xiii. Ten points will be deducted from the Erasmus score if a student applies for two types of mobility at the same time (deduction will be applied to the type of mobility preferred by the student).
- xiv. Five points will be deducted from the Erasmus score if the student does not attend the mobility meetings/trainings organized by Turkish Higher Education Institution without providing any valid excuse (applicable if the student applies for the Erasmus programme again).
- xv. Five points will be deducted from the Erasmus score if a student who had declared that he/she would take the foreign language proficiency exam yet does not attend the exam without a valid excuse (applicable if the student applies for the Erasmus programme again).
- xvi. Ten points will be deducted from the Erasmus score if the applicant has previously taken part in an Erasmus before (with or without a grant).

h) Admission to Partner Universities and Visa Procedures

Students who are admitted to the Erasmus programme shall follow the application, admission, visa, course selection and course matching rules and procedures of the Partner Universities.

- i. Erasmus Office shall hold an orientation meeting on application, admission, visa, and course selection procedures.
- ii. Erasmus students who have received a letter of acceptance from the partner universities/organisations may start their visa applications. Students shall be responsible for applying to partner universities and following up the visa process.

1) Learning Agreements

- i. Students who are eligible for Erasmus Mobility shall draw up a learning agreement with the Academic Erasmus Unit Coordinators before starting the mobility. In the learning agreement, the courses to be taken by students at the partner university and the equivalent credits at Altınbaş University shall be matched with the corresponding credits. The new term Erasmus Programme and the courses shall be arranged via the OLA (Online Learning Agreement). This matching shall be signed by the student, Academic Unit Coordinator, Institutional Coordinator, and the authorised person at the partner University. Upon the decision issued by the relevant Undergraduate/Graduate/Vocational School Administrative Board, a list of courses shall be sent to the Registrar's Office.
- ii. In case of course changes in the learning agreement during the mobility, students shall complete the "During mobility" section of the agreement and obtain the approval of the Departmental Coordinators. The final version of the learning agreement shall be sent to the Registrar's Office by the decision of the Administrative Board of the Undergraduate School in which the student is enrolled.
- iii. After the Erasmus period is complete, the course recognition certificate shall be sent to the Registrar's Office and Erasmus Office by the decision of the undergraduate school administrative board.

- iv. Before undertaking their placements, Erasmus Placement Mobility students shall fully complete the document titled “learning agreement for traineeship” and have it signed by their Academic Unit Coordinators and the supervisor at the organisation where they will conduct their placement.
 - v. Students who want to conduct their compulsory placement as part of Erasmus Placement Mobility shall notify their Erasmus Academic Unit Coordinator and Advisor and obtain approval from the Administrative Board of their Undergraduate School.
 - vi. Students shall submit all the required documents to the Erasmus Office in order to obtain recognition for their optional or compulsory placements.
 - vii. Students shall take a minimum of 25 ECTS credits, a maximum of 32 ECTS credits of coursework per term at the partner University in order for their participation in Erasmus Learning Mobility to be considered valid.
- i) **Signing of Grant Agreements and Grants Policy**
- i. Erasmus Learning Mobility students shall complete the re-registration process and sign the Grant Agreement before the mobility starts. The details covering the exchange students’ study schedule under the Erasmus Programme shall be communicated to the relevant units by the Commission’s Decision.
 - ii. No grant funds will be paid to students who have not signed a grant agreement. The grant funds provided to Altınbaş University by the National Agency shall be transferred to the students' Euro accounts indicated in the grant agreements within 1 week following the completion of the OLS, which has been sent to the students' e-mail addresses available in the system.
 - iii. Students who will conduct the mobility by their own financial means (without a grant) shall also sign a grant agreement.
 - iv. The grant funds shall be transferred to the student’s bank account by the Erasmus Office in two steps as prescribed below: 80% of the grant shall be paid before the mobility. After the completion of the mobility, the student shall submit the certificate of participation, the approved “learning agreement,” the course recognition certificate, the transcript to the Erasmus Office. The remaining 20% of the grant funds shall be paid to the student upon verification that the terms and conditions of the Grant Agreement have been fulfilled by the student.
 - v. The student shall return the grant funds s/he has received to the University in the event that s/he fails to fulfil the terms and conditions set forth in the agreement. In cases where the grant is not returned, the University will take legal action against the student.
 - vi. The following principles shall govern the allocation of the learning mobility grants funded by the European Commission and the National Agency:
 1. The funding of students who have achieved the required GPA specified in ARTICLE 9 (1)-b) and the required score in the Erasmus language proficiency exam shall be conducted separately for associate, undergraduate and graduate level applicants on the basis of Erasmus mobility data covering the last two terms prior to the application period.
 2. All students who are eligible to participate in the Erasmus programme shall first be funded for a period of one term.
 3. In the event that there is unclaimed grant money arising out of withdrawal of students from mobility, or in the event that additional grant funds become available, priority will be given to students who have applied for two-term mobility (Autumn and Spring Terms). Secondly, students, who have decided,

during the mobility, to extend their studies at the partner university, will be provided with funding for the spring semester, based on their academic performance.

- vii. The following principles shall govern the allocation of the placement mobility grants funded by the European Commission and the National Agency:
 1. Students who are eligible to participate in Erasmus mobility for placement will firstly be provided with a 2-month grant funding. According to the grant amount remaining in the University's bank account, the University will consider providing additional funds to students who have received an acceptance letter for more than 2 months.

j)-Transcripts of Records After the Mobility

- i. After the completion of Erasmus Exchange Programme, students shall apply to the Erasmus Office and submit the Course Recognition form for the recognition of the courses they have taken at the host institution in accordance with the "Learning Agreement". After evaluation of the official transcript of records completed by the host institution, these documents will be sent to the student's Undergraduate/Graduate/Vocational School.
- ii. The Administrative Board of the Undergraduate/Graduate/Vocational School shall issue a decision governing the original course code, course title, credits, and grades specified in the Course Recognition form.
- iii. Decisions issued by the Administrative Boards shall be sent to the Registrar's Office. The Registrar's Office shall record these decisions on the student's transcript.

k)-Submission of Exchange Documents After the Mobility

- i. Students are required to submit the following documents to the Erasmus Office after the Learning Mobility:
 1. Participant survey: A questionnaire sent online to the students by the European Commission following the completion of the mobility,
 2. OLS test results,
 3. Learning agreements signed by all parties during and after the mobility,
 4. Stamped and signed participation certificate,
 5. Certified Transcript,
 6. An illustrated personal impression report of the time spent at the host institution.
- ii. For students who do not meet the good academic standing requirement of completing at least two-thirds of total ECTS credits in the transcript, the remaining 20% of the grant funding will be cut according to the student's academic performance.

ACADEMIC STANDING RATE	CUT
% 65-% 50	% 5
% 49-% 25	% 10
% 24-% 5	% 15
% 4-% 0	% 20

- i. Students are required to submit the following documents to the Erasmus Office after the Placement Mobility:
 1. Learning Agreement for Placement– (After Mobility): It shall be signed by the host organisation at the end of the placement period. Placement dates must be

indicated in the Learning Agreement and all the relevant sections must be filled out in in detail.

2. Stamped and signed participation certificate.
3. Participant survey: A questionnaire sent online to the students by the European Commission following the completion of the mobility,
4. OLS test,
 - i. All required documents must be submitted to the Erasmus Office by the deadline. Students who fail to submit these documents by the deadline will not be eligible to receive the remaining 20% grant payment. Deductions may be made from the grant funds of students who submit missing documents.
 - ii. No grants will be provided to students who participated in a mobility activity that lasted less than 2 months.
 - iii. In order for the compulsory placement to be recognised by the home institution, students shall fill out the Course Recognition form and the relevant Undergraduate/Graduate/Vocational School shall issue a decision accordingly.
 - iv. Exemption will be given to the compulsory placement in the student's syllabus, ensuring its recognition along with the ECTS credits.

l)-Incoming Mobility for Learning and Placement

- i. Incoming exchange students shall upload the application form to the University's online application system KIMO (Online Erasmus Application System) no later than the deadline announced by the Erasmus Office,
- ii. Required documents:
 1. Application form,
 2. Certified Transcript,
 3. One headshot,
 4. A copy of passport,
 5. CV,
 6. Learning Agreement (Before Mobility).

m)-Learning Agreements for Incoming Exchange Students

- i. The learning agreement shall be signed by the student, the University Erasmus Academic Unit Coordinator and the student's advisor at his/her home University.

n)-Required Documents (After Mobility)

- i. After the student completes his/her Erasmus mobility and the student's grades are recorded in the system, Registrar's Office shall prepare the transcript of the exchange student and submit it to the Erasmus Office in two copies. One copy shall be kept by the receiving institution and the other shall be sent to the sending institution.
- ii. Incoming Exchange Students shall submit the following documents to the Erasmus Office after completing their exchange period.
 1. Personal Experience Letter,
 2. Learning agreements (signed by all parties) approved during and after the mobility.

o) Staff Mobility

There are two types of staff mobility:

- i. **Staff Mobility for Teaching**

1. Staff mobility for teaching allows a member of teaching staff at an ECHE-awarded higher education institution in Turkey to teach students at an ECHE-awarded higher education institution in one of the programme countries and to conduct academic/educational activities jointly with the host institution.
2. Staff mobility for teaching is a day-based activity and grants shall be paid for the number of teaching days. Accordingly, the teaching schedule must be specified on a day-by-day basis in the Mobility Agreement for Staff Teaching.
3. The aim of the activity is to provide students who cannot participate in the Mobility with the opportunity to benefit from the knowledge and experience of the academic staff of higher education institutions in different European countries and to encourage higher education institutions to expand and enrich the variety and the content of the courses they offer.
4. In order to participate in the teaching mobility, an inter-institutional agreement must be signed.

ii. Staff Mobility for Training

1. Staff mobility for training allows any staff employed in an ECHE-awarded higher education institution in Turkey to receive training in one of the programme countries. In this type of mobility, it is possible for the person to attend various trainings (such as on-the-job training, job shadowing) in order to improve the skills that they use in their current job.
2. Conference participation is not considered a staff mobility therefore will not be funded.
3. Participants may spend their training mobility period in an educational centre or research centre abroad, or a higher education institution or any other organisation that is classified as a business or company. In this context, what is meant by an eligible business or company is any private or public organisation or any enterprise engaged in any economic activity, including social economy, regardless of their size, legal status, and the economic sector in which they operate. Staff mobility for training is a full-time activity and grant funds will only be paid for full-time training. Accordingly, the training schedule must be specified on a daily basis in the Mobility Agreement for Staff Training.
4. The signing of an inter-institutional agreement is not required for Staff Training Mobility.

ö)-Duration of Staff Mobility

- i. The duration of the mobility is governed by the minimum and maximum periods set forth by the European Commission.
- ii. Staff mobility activities shall not exceed the expiration date of the agreement signed with the host organisation.
- iii. The minimum and maximum length of teaching mobility:
 1. Staff mobility for teaching may last a minimum of two working days and a maximum of 2 months (not including travel days). However, in order for the activity to be considered valid, participants must deliver at least 8 hours of teaching. In cases where the activity lasts longer than 1 week, the required teaching hours will increase in proportion to the length of the mobility (For example, as it is obligatory to deliver 8 hours of teaching during an activity that will last 1 week, at least 16 hours of teaching must be delivered during an activity that will last 2 weeks).
 2. In cases where the certificate of participation shows that the activity lasted less than 2 days and/or the beneficiary delivered fewer teaching hours than

required, the activity will be deemed invalid, and no grant payment will be made to the beneficiary.

- iv. The minimum and maximum length of training mobility
 1. In cases where the certificate of participation shows that the activity lasted less than 2 days, the activity will be deemed invalid, and no grant payment will be made to the beneficiary.
- v. In the event that a staff member employed in an organisation located in one of the programme countries or in the organisations/institutions stated above is invited to Altınbaş University for teaching, the minimum mobility period shall be one day, excluding travel days, with no minimum teaching hours requirement (8 teaching hours a week for one-week mobility).
- vi. In order for a greater number of staff members can take part in mobility activities, it is envisaged that one employee will participate in one mobility programme for teaching and one for training within the same agreement period. However, in case of few applications for the programme, it is possible for the staff member to participate in the same mobility more than once within the same agreement period.

p)-Application Process

- i. The Erasmus Student and Staff Selection and Assessment Commission, whose members shall be appointed by the President's Office, shall be responsible for selecting the persons who will participate in the staff mobility. The selection process shall start upon the Call for Proposals by the European Commission and in accordance with the priorities set by the National Agency.
- ii. The following steps must be followed when applying for staff mobility:
 1. Erasmus Staff Mobility application form must be filled out thoroughly and completely,
 2. The Teaching Plan Form or the Training Plan Form (depending on the type of mobility you apply for) must be filled out thoroughly and completely,
 3. The applicant's supervisor/manager must sign the Teaching Plan Forms and the Training Plan Forms.
 4. Applicants must provide an invitation from the host organisation. The invitation may be in the form of an email or a letter, however, the latter must be typed or written on the organisation's letterhead paper, including the title, signature and stamp of the person who offers the invitation. The letter must be submitted before the mobility.
- iii. The diploma of any participant will be recognised as a language certificate, provided that he/she proves that he/she has completed his/her training in a department using full English as a Medium of Instruction.
- iv. Results will be announced on the University's website.

(2)-Erasmus KA103/KA131 Consortium Project Implementation Principles

Erasmus KA103/KA131 Consortium consists of eight partner institutions (Altınbaş University, Fatih Sultan Mehmet Non-Profit University, Işık University, Maltepe University, Bahçeşehir University, Municipality of Bağcılar, Toplum Gönüllüleri Vakfı: Community Volunteers Foundation, Türk Eğitim Vakfı: Turkish Educational Foundation and Türkiye İhracatçılar Meclisi: Turkish Exporters' Assembly) acting as coordinating institutions under the "Mobility Project for Higher Education Students and Staff", which is being held as part of Erasmus Learning Mobility of Individuals (Key Action 1).

a)-Application for Placement

- i. Students enrolled in Higher Education Institutions that are partners of the Consortium may apply to the Internship4all Consortium. Partner Institutions are Altınbaş University, Fatih Sultan Mehmet Non-Profit University, Işık University, Maltepe University, Bahçeşehir University, Municipality of Bağcılar, Toplum Gönüllüleri Vakfı: Community Volunteers Foundation, Türk Eğitim Vakfı: Turkish Educational Foundation and Türkiye İhracatçılar Meclisi: Turkish Exporters' Assembly.
- ii. The Application Criteria set forth in ARTICLE 9 (1)-b 'Student Mobility for Learning and Placement - Application Process' shall apply.
- iii. If an applicant has previously taken part in a mobility programme (placement or learning) and applies for a new one, the total duration of the mobility (former and new mobility) shall not exceed 12 months.
- iv. Applications shall be made online within the deadline posted by the Consortium Board on the Consortium's dedicated webpage. Applications documents shall be submitted electronically to the consortium's representative of the relevant Institution.
- v. Applicants will need to have all of the following items ready to submit/upload as part of the online application process: application form, current student transcript, and a Europass CV.
- vi. Applicants shall fill out the application form online, submit/upload all other required information/documents, print the application form out and sign it.
- vii. Student transcript (original transcript) shall be scanned and attached to the online application form.
- viii. Applicants shall upload their CVs as part of their application process. The Europass CV format is available on the Internship4All Consortium's webpage.
- ix. When applying online, one headshot shall also be uploaded to the website, in addition to the electronic versions of other application documents.

b)-Language Proficiency Tests

- i. Language Proficiency Tests shall be administered in accordance with the provisions set forth in ARTICLE 9 (1)-e).

c)-Assessment Process

- i. The assessment process shall be conducted in accordance with the provisions set forth in ARTICLE 9 (1)-g).

d)-Placement Process

- i. The Consortium will share the CVs of eligible students with potential host organisations, if allowed by students in their application forms.
- ii. The placements will be made on the basis of host organisations' requirements/needs and student skills/competencies.
- iii. Students will be selected by host organisations.
- iv. By the approval of the Consortium Board, students may be placed in an organisation they found by their own means.
- v. Selected students will be invited to meet the Consortium Board Members.
- vi. Students will be asked to attend an Orientation Programme organised by the Consortium Partners before they travel abroad.
- vii. Selected students shall take the "Electronic Language Proficiency Test" before starting and after completing their placements. The test will allow determining the students' foreign language proficiency levels for informational purposes.

- viii. The placement period may last 2 Months, 3 Months and/or 6 Months depending on the request of the host organisation, the student, and the size of the grant budget (The placement period may last up to 12 months depending on the budget).
- ix. Selected students may waive financial support upon their request.
- x. Students with disabilities or special needs may receive additional grants for their mobility in accordance with the principles specified in the Erasmus Handbook.

e)-Before Mobility

- i. Only the first section of the Learning Agreement, which consists of three sections to be filled out before, during and after the mobility, should be completed before the mobility. Eligible students are required to prepare the Learning Agreement, which includes student's placement work programme in details, on-the-job training, and job shadowing methods, together with their Erasmus departmental coordinators and the host organisation. Unless there is a change in the placement work programme, there will be no need to create an additional document during the mobility. The work programme shall be prepared in a manner to cover the entire placement period. Besides the work programme, student's skills, qualifications, recognition (ECTS) etc. shall also be specified in the first section of the Learning Agreement. Vis-à-vis the study programmes that require students to undertake compulsory work placements, it is at the discretion of the undergraduate/graduate school in which the student is enrolled whether to count Erasmus work placement as compulsory professional practice. The Learning Agreement shall be signed by the student, signed, and approved by the Erasmus Departmental Coordinator, and the internship supervisor at the host organisation.
- ii. Before the mobility, Consortium representatives shall draw up visa application cover letters for students.
- iii. Before the mobility, students shall be covered by comprehensive travel health insurance. The insurance plan must contain required policies such as health insurance policy, personal accident insurance policy, and liability insurance policy.
- iv. A Euro account must be opened at Denizbank in order to for the University deposits the grant funds before the signing of the Learning Agreement.
- v. This document, which must be signed by students before they start their placements, states the period of time students will spend at the host organisation, the grant amount students have been provided with for their placement period, and the payment conditions. The document shall be prepared by the institution in which the student is enrolled and signed by the student and the academic or administrative staff member at the relevant Consortium Partner University to whom the Chair of the Board of Trustees has delegated signatory authority.
- vi. Students participating in Erasmus Mobility for Placement must have completed the OLS test to measure their proficiency level before and after the mobility.

f)- During Mobility

- i. In case of any changes in the placement work programme and/or in the length of the placement, the second section of the Learning Agreement must be completed during the mobility by the approval of the consortium institutional representative and must be signed and approved by the host organisation.

g)-After Mobility

- i. The third section of the Learning Agreement must be completed after the mobility. This document includes the tasks performed by the students during his/her placement, the competencies s/he developed at the end of the placement and an

- evaluation of the student by the host organisation. The document shall be signed and sealed by the authorised person at the host organisation (supervisor).
- ii. The Certificate of Participation shall be signed and sealed by the authorised person at the host organisation (supervisor).
 - iii. Students shall take the OLS test after their placement.
 - iv. When students return to Turkey at the end of their placement period, they shall fill out a survey report online after submitting the required documents.
 - v. After the mobility, students shall draw up a letter containing their impressions of the placement experience and submit it to the institutional representative of the consortium along with a picture taken at the host organisation.
 - vi. Placement activities that lasted for less than 2 months will not be funded.
 - vii. Students who wish to conduct their compulsory work placements as part of Erasmus Placement Mobility and have these Erasmus placements recognised as compulsory internships required by their department shall obtain approval from the Administrative Board of their undergraduate school and also notify their Departmental Coordinator and Advisor of their request. To process such request, the document titled "learning agreement for traineeship" must be filled out fully and signed by the student, the host organisation, as well as the Departmental and Institutional Coordinators.

h)-Recognition of Placement

- i. In order for the placement undertaken by student is recognised by the sending institution, the application documents, the certificate of participation to be issued by the host organisation, a detailed evaluation of student drawn up by his/her supervisor at the host organisation, and the placement report prepared by the student himself/herself shall be submitted to the Erasmus Office.

1)-Staff Mobility

- i. Although the provisions set forth in ARTICLE 9 (1)-o) shall apply, the evaluation of applications submitted by staff may differ.
- ii. In accordance with the priorities of the consortium, the aim of the staff mobility shall be finding a work placement.
- iii. Each document submitted by the candidates applying for the Consortium Staff Mobility shall be checked by the Erasmus Office in terms of form and content and to see whether there are any missing or irrelevant documents. The Consortium Executive Board shall evaluate applications. The Consortium Executive Board shall select the eligible applicants to receive grants based on the following: the priorities of the Consortium, annual Call for Proposals by the European Commission and the national priorities determined annually by the National Agency. A list of selected applicants shall be submitted to the President's Office for approval. Following the approval of the President's Office, the results shall be posted on the website of each partner university.

(3)-Erasmus KA107/KA137 Exchange Programme Implementation Principles

a)-Application for Work Placement Mobility

- i. The provisions set forth in 9 (1)-b) herein shall apply.

b) Language Proficiency Tests

- i. The provisions set forth in ARTICLE 9 (1)-e) herein shall apply.

c)-Erasmus Score

- i. The provisions set forth in ARTICLE 9 (1)-f) herein shall apply.

d)-Erasmus Scores & Ranking, Assignment of Erasmus Students to Partner Universities

- i. The evaluation process shall be conducted in line with the provisions set forth in ARTICLE 9 (1)-g) herein.

e)- Admission to Partner Universities and Visa Procedures

- i. The provisions set forth in ARTICLE 9 (1)-h) herein shall apply.

f)-Learning Agreements

- i. The provisions set forth in ARTICLE 9 (1)-i) shall apply.

g)-Signing of Grant Agreements and Grant Policy

- i. The provisions set forth in ARTICLE 9 (1)-i) herein shall apply. Also, due to the fact that the relevant mobility can accommodate only a limited number of participants, it has a limited budget and offers a specific destination to participants, the terms and conditions for participation shall be stated in the announcement of the mobility for which students will apply.

h)-Transcripts of Records After the Mobility

- i. The provisions set forth in ARTICLE 9 (1)-j) herein shall apply.

i)-Submission of Exchange Documents After the Mobility

- i. The provisions set forth in ARTICLE 9 (1)-k) herein shall apply.

i)-Recognition of Placement

- i. The provisions set forth in ARTICLE 9 (2)-h) herein shall apply.

j)-Application Procedures for Incoming Students

- i. Altınbaş University has signed Erasmus Agreements with several universities in countries that are part of the University's KA107/KA137 Erasmus programme, which is officially recognised and funded by the National Agency. The announcements for learning and placement mobility to be undertaken at these partner universities (offering programmes with limited quota) will be posted on their websites.
- ii. Incoming students shall submit the following documents to the Erasmus Office in the form of e-mail or via online application before the deadline announced by the Erasmus Office in the relevant academic year.
- iii. Exchange students visiting Turkey under the KA107/KA137 Erasmus Project will need to provide the following documents:
 1. Fully filled out application form,
 2. Official transcript showing the courses taken by the student at the Partner University and the grades assigned,
 3. Language Certificate,
 4. One headshot,
 5. Letter of Motivation,
 6. CV,
 7. Erasmus Office will conduct an online interview via Skype, WhatsApp, Facebook, or any other online platform.
- iv. The evaluation criteria will include the following:
 1. Application form and CV (10 points),
 2. GPA (Applicant's GPA will be converted into 100-point scale and assessed on twenty-five points),
 3. Language Certificate (it will be converted into 100-point scale and assessed on twenty-five points),
 4. Letter of Motivation (20 points),
 5. Online interview with Erasmus Office (20 points).

j) Visa Procedures and Admission to Partner Universities/Organisations

- i. Students shall be selected by partner university in accordance with the application criteria.

- ii. Erasmus Office shall submit a list of eligible applicants (those awarded a grant and/or those who will participate in the mobility by their own financial means) to the President's Office.
- iii. Students whose work placements applications are accepted shall apply for a visa with an invitation letter typed or written on the letterhead paper of the organisation where place they will undertake their placement.
- iv. The admission documents of students sent by Partner Universities shall be signed by the President's Office and delivered to students.
- v. Erasmus Office shall hold seminars and orientation programmes and remind exchange students that they are expected to meet the deadline for applications.

l)-Learning Agreements

- i. In addition to incoming exchange students' advisors at their home universities, Erasmus Departmental Coordinators shall also assist students with learning agreements, course selection and course matching. All parties must sign the learning agreement.
- ii. Incoming Erasmus Placement Mobility students shall fully fill out a document titled "learning agreement for traineeship" before starting their placement period. The document shall be signed by the student, the Departmental Coordinator, and the authorised person at the host organisation.

m)-Signing of Grant Agreements and Grants Policy

- i. Incoming Erasmus exchange students shall fill out the grant agreement before arriving at the University.
- ii. No grant funds will be paid to students who have not signed a grant agreement. The grant funds shall be transferred to the students' Euro accounts indicated in the grant agreements within 1 week of the transfer of funds to Altınbaş University by the National Agency.
- iii. An agreement shall be signed also with students who have not received a grant but agreed to participate in an Erasmus exchange without a grant.
- iv. Erasmus Placement Mobility lasting less than 2 months will not be funded.
- v. The grant funds will be transferred to the student's bank account by the Erasmus Office in two stages, as stated below:
 - 1. Before the mobility, 80% of the grant amount will be paid to the student.
 - 2. When the exchange programme ends, the student shall submit the certificate of participation, approved "learning agreement" and the transcript issued by the host university to Altınbaş University Erasmus Office. Upon confirmation that the terms and conditions specified in the Agreement have been fulfilled by the student, the remaining 20% of the grant amount will be transferred to the student's bank account.

r) Submission of After Mobility Exchange Documents, Issue and Submission of Transcripts

- i. The Registrar's Office shall prepare the transcript of the exchange student after the completion of the Erasmus period and all the grades have been recorded in the system and deliver it to the Erasmus Office in two copies. One copy shall remain with the Erasmus Office, the other copy shall be sent to the partner university.
- ii. Incoming Erasmus Exchange Students shall submit the following documents to the Erasmus Office after completing their exchange period, otherwise they will be asked to return all the grant funds provided to them in accordance with the grant agreement.
 - 1. Participant survey: A questionnaire sent online to the students by the European Commission following the completion of the mobility,

2. Learning agreements signed by all parties during and after the mobility,
 3. Transcript (Final version processed by the University),
 4. The personal impression report drawn up during the mobility and the pictures shall also be submitted to the Erasmus Office.
- iii. In order to receive the remaining grant amount, Erasmus Exchange Students must have successfully passed at least two-thirds of the courses specified in their learning agreement.

o)-Post Placement

- i. The third section of the Learning Agreement must be completed after the mobility. This document includes the length of the placement, the tasks performed by the students during his/her placement, the competencies the student has developed at the end of the placement and an evaluation of the student by the host organisation. The document shall be signed and sealed by the authorised person at the host organisation (supervisor).
- ii. The Certificate of Participation shall be signed and sealed by the authorised person at the host organisation (supervisor).
- iii. At the end of the placement period, students shall fill out a final report after submitting the required documents.
- iv. After the placement, students shall draw up a letter containing their impressions of the host organisation and their placement experience and submit it to the Erasmus Office along with pictures taken at the host organisation.

ö)-Staff Mobility

- i. Although the provisions set forth in ARTICLE 9 (1)-o) shall apply, the evaluation of applications submitted by staff may differ.
- ii. Application documents submitted by staff from partner universities for Erasmus KA107/KA137 Staff Mobility shall be checked by the Erasmus Office in terms of form and content and to see whether there are any missing or irrelevant documents. Following an evaluation by the Selection and Assessment Commission, the results shall be posted on the website of each partner university.

(4)-Altınbaş University (AU) World Exchange Programme - Implementation Principles

a) Student Mobility for Learning - Application Process

- i. All students enrolled in Altınbaş University may apply to the AU World Exchange Learning Mobility, except for students who are studying at Altınbaş University as Turkey (Türkiye) scholarship students.
- ii. Applications for learning mobility shall be made via the online application system by the specified deadline.
- iii. Students who have taken part in an Erasmus Programme in previous years may apply for AU Exchange Programme even if they have previously spent a total of 1 year (12 months) as an Erasmus student.
- iv. Applicants shall have a minimum GPA of 2.50. Applications of students with a GPA below 3.00 shall be rejected.
- v. Students interested in AU World Exchange Learning Mobility may apply for eligible study programmes offered by partner universities in overseas destinations with whom Altınbaş University has signed a bilateral agreement. Erasmus Office shall post a list of partner universities and study programmes on the University's website.

b)-Language Proficiency Tests

- i. Applicants are required to attain a minimum score of 60 out of 100 in the Language Proficiency Exam to be held for the selection and ranking of students applying for AU Exchange Programme Learning Mobility. Altınbaş University

School of Foreign Languages shall administer the exam. Applicants may also present the languages certificates they had been previously awarded (language certificate awarded by AU School of Foreign Languages, or TOEFL IBT, Pearson, etc.), provided that the certificates are not older than 2 years. Appeals against the results of the exam administered by the School of Foreign Languages shall be submitted within 3 days after the exam results are announced. Any appeal submitted after the deadline will not be accepted.

c)-AU World Exchange Programme Score

- i. The total scores achieved by applicants are calculated by adding their language proficiency scores and the half of their GPA together on a 100-point grading scale.
- ii. The list of students who are eligible to take part in AU World Exchange Programme shall be sent to the relevant departmental and undergraduate school coordinators within 3 days after the foreign language proficiency exam results are announced and the appeal letters (if any) are addressed by the School of Languages. The Erasmus Office shall be complete the assignments of students by within five working days according to student score and ranking, available quota, the preferences of partner universities and those of students.
- iii. AU World Exchange Programme students will be sent to the partner university for a maximum of two academic terms.
- iv. Ten points will be deducted from the next AU World Exchange Programme scores of students who do not submit their waiver form to the Erasmus Office within five working days of their assignment to Partner Universities.

d)- Admission to Partner Universities and Visa Procedures

- i. The provisions set forth in ARTICLE (1)-h) herein shall apply.

e)- Learning Agreements

- i. Students who are eligible to participate in AU World Exchange Programme shall draw up a learning agreement together with their Departmental Coordinators before traveling abroad. In the learning agreement, the courses to be taken by students at Altınbaş University shall be matched with the courses to be taken at the partner university. This matching shall be signed by the student, Departmental Coordinator, Institutional Coordinator, and the authorised person at the partner University.
- ii. In case of course changes in the learning agreement during the mobility, students shall complete the "During mobility" section of the agreement and obtain the approval of the Departmental Coordinators. The final version of the learning agreement shall be sent to the Registrar's Office by the decision of the Administrative Board of the Undergraduate School in which the student is enrolled.
- iii. After the AU World Exchange Programme is complete, the exchange student shall submit all the required documents to the Erasmus Office.
- iv. AU World Exchange Programme students shall take a minimum of 20 ECTS credits per term at the partner university.

f) Transcripts of Records After the Mobility

- i. The provisions set forth in ARTICLE (1)-j) herein shall apply.

g)-Submission of Exchange Documents

- i. AU World Exchange Programme students shall submit the following documents to the Erasmus Office after completion of their exchange period. Otherwise, they will not be eligible to graduate.
 1. AU Exchange Programme report,
 2. Partner university Certificate of participation signed and stamped by the partner university,
 3. Learning agreements signed by all parties during and after the exchange,

4. Certified Transcript.

Student's Enrolment Status During The Exchange Period

ARTICLE 10 – (1) Exchange students shall remain enrolled in the sending university throughout their exchange period.

(2) Exchange students are required to pay tuition fees to their home universities throughout their exchange period.

(3) Exchange students will be considered on leave for the term(s) during which they participate in the exchange programme. Students' application for leave shall be decided by the administrative bodies of the sending university in accordance with their own policies.

(4) Exchange students will not be awarded a diploma from the receiving university; they can only graduate from the sending university.

Obligation to Comply with the Rules and Regulations of the Receiving University

ARTICLE 11 – (1) Exchange program Students and staff participating in the exchange programme shall abide by the regulations and rules of the receiving university, except in situations that are clearly stated in these guidelines.

(2) The receiving university reserves its right to reject the application of a student nominated by the sending university. In such a case, the student may request the Erasmus Office to re-evaluate his/her application for a different institution or to be granted the right to apply again for the next exchange period.

Health Insurance

ARTICLE 12 – (1) Students and staff whose applications are accepted by the receiving institution shall ensure that they are covered by a valid health insurance if required by the receiving institution or the country where they will travel to.

Assistance with the required procedures

ARTICLE 13 – (1) Universities shall provide students with all kinds of assistance in the following matters. Any charges or expenses arising out of such procedures shall be covered by the applicants.

- a) Obtaining entry visas and residence permits,
- b) Getting a health coverage,
- c) Informing the student about the requests of national and local authorities.

Tuition Fees

ARTICLE 14 – (1) The receiving university shall not charge a registration fee to the exchange student. The sending and receiving universities shall not be liable for any other expenses (visa, travel, accommodation, subsistence, health insurance and similar expenses) incurred by exchange students.

PART IV FINAL PROVISIONS

Situations that are not covered by the provisions of these guidelines

ARTICLE 15 – (1) The rules and regulations issued by the European Commission, National Agency, Altınbaş University Board of Trustees and Altınbaş University President's Office shall apply to situations that are not covered by the provisions of these guidelines.

Effective Date and Execution

ARTICLE 16 – (1) These Guidelines shall become effective upon adoption by the University Senate.

(2) The President of Altınbaş University shall execute the provisions of these Guidelines.