



FENERBAHÇE UNIVERSITY ERASMUS+ EXCHANGE PROGRAMS DIRECTIVE

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the procedures and principles regarding Erasmus+ exchange programs.

Scope

ARTICLE 2 – (1) This Directive covers the provisions on the mobility of students, academic and administrative staff participating in Erasmus+ exchange programs, as well as the duties, responsibilities, and authorities of the relevant units and individuals.

Basis

ARTICLE 3 – (1) This Directive has been prepared in accordance with the principles set out in the Erasmus Declaration for Higher Education Institutions, the annual grant agreement signed with the European Union Education and Youth Programs Center (Turkish National Agency), the conditions specified in the application manual published by the Turkish National Agency, and the legislation and policies adopted by Fenerbahçe University on education, internationalization, and quality.

Definitions

ARTICLE 4 – (1) Definitions of the terms in this Directive are as follows;

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Unit: Institutes, faculties, colleges, and vocational schools within Fenerbahçe University,
- c) Unit Board: The boards of institutes, faculties, colleges and vocational schools within Fenerbahçe University,
- d) Unit manager: Deans in faculties within Fenerbahçe University, directors in colleges and vocational schools,
- e) Unit Board of Directors: The boards of directors at institutes, faculties, colleges, and vocational schools within Fenerbahçe University,
- f) Head of Department: The Head of the Department of International Relations.
- g) Erasmus+ Exchange Program: A program within Erasmus+ under which students may study at partner universities through inter-institutional agreements, undertake internships at participating institutions, and academic or administrative staff may engage in mobility for teaching or training purposes,

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
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- h) Partner Institution: The university at which the mobility will take place,
- i) Rector: Fenerbahçe University Rector,
- j) Senate: Fenerbahçe University Senate,
- k) Turkish National Agency: The Ministry of Foreign Affairs European Union Education and Youth Programs Center,
- l) Implementation Manual: The source document published by the Turkish National Agency that sets out the basic implementation principles of Erasmus+ exchange program activities for the relevant project period,
- m) University: Fenerbahçe University,
- n) Beneficiary: Students and staff of Fenerbahçe University.

Duties and responsibilities

ARTICLE 5 – (1) The duties and responsibilities of the authorized units, commissions, and individuals are as follows:

- a) Unit Coordinator: Responsible for organizing Erasmus+ exchange programs at the unit level. Appointed by the manager of the relevant unit. The term of office is three years and may be reappointed.
- b) Department/Program Coordinator: Supports the participation of additional beneficiaries by promoting Erasmus+ exchange programs within the relevant department/program. Advises students wishing to participate in Erasmus+ exchange programs on their university and course selections, and signs their learning agreements with the Rector's authorization. Carries out the procedures for determining the equivalence of courses taken by students who have completed the Erasmus+ exchange program and returned from abroad during the mobility period. Advises incoming Erasmus+ exchange students on course selections, other academic matters, and their adaptation to the department/program. Appointed by the Head of the relevant department or program. The term of office is three years and may be reappointed.
- c) Erasmus+ Institutional Coordinator: Coordinates Erasmus+ exchange program activities across the University. Signs Erasmus+ exchange program agreements, beneficiary agreements, and beneficiary grant agreements with the Rector's authorization. Collaborates with the Exchange Programs Selection Commission. Appointed by the Rector. The term of office is three years and may be reappointed.
- ç) Erasmus+ Institutional Coordinator Assistant: Assists the Erasmus+ Institutional Coordinator in all matters. Assigned by the Erasmus+ Institutional Coordinator.
- d) Exchange Programs Selection Commission: A nine-person commission consisting of six (6) six principal and three (3) substitute members appointed by the Rector. The Erasmus+ Institutional Coordinator and the Head of Department are ex officio members of the commission. Ensures that grant decision procedures and beneficiaries' preferences are implemented in a transparent, fair, and impartial manner. Signs the minutes related to decisions made and the election lists.
- e) Department of Financial Affairs: Responsible for processing grant payments.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
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- f) Registrar's Office: Executes the course registration and enrollment procedures for outgoing and incoming students.
- g) Rector: Ensures that Erasmus+ exchange programs are implemented in accordance with the University's internationalization and quality policies. Signs inter-institutional agreements for Erasmus+ exchange programs on behalf of the institution. Signs Erasmus+ institutional grant agreements jointly with the Chairman of the Board of Trustees.
- h) Department of International Relations: Responsible for implementing Erasmus+ exchange programs at the university level. Organizes promotional meetings on Erasmus+ exchange programs at least once every academic year within the university and informs prospective beneficiaries. Conducts the necessary correspondence with foreign universities, as recommended by the academic units for potential agreements, and with universities that have ongoing cooperation. Monitors updates to the agreement and carries out the signing process with the approval of the department/program. Submits grant applications for the Erasmus+ exchange program to the Turkish National Agency. Conducts the necessary correspondence with the Turkish National Agency. Collaborates with the Exchange Programs Selection Commission on the implementation of the Erasmus+ exchange program and the management of the budget, and implements the decisions taken. Prepares the interim/final reports requested by the European Commission and the Turkish National Agency during and at the end of the contract for the relevant project period.
- i) Department of International Relations: Ensures coordination of Erasmus+ exchange program activities across the University. Carries out, monitors, and supervises the duties assigned within the Department.

PART TWO

Outgoing Students under the Erasmus+ Exchange Programs

Application terms

ARTICLE 6 – (1) Students applying to Erasmus+ exchange programs must meet the following conditions at the time of application:

- a) They are full-time students enrolled in a department/program at the associate, undergraduate, or graduate level.
- b) They have completed at least one semester of study at the associate or undergraduate level.
- c) Graduate students who do not have a grade point average in their current program at the time of application may apply using their previous undergraduate or graduate GPA, provided that they submit the relevant documentation.
- d) The minimum grade point average required for application is 2.20/4.00 at the associate and undergraduate levels and 2.50/4.00 at the graduate level.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

- e) Fulfilling any additional application requirements stipulated by the department/program of enrollment.
- (2) The application requirements for Erasmus+ student mobility are determined in accordance with the conditions set out in the Implementation Manual for the relevant project period, published by the Turkish National Agency.
- (3) Double major students may apply to the Erasmus+ exchange program and participate in mobility for one of their two majors in a given application period.
- (4) Research assistants must obtain written approval from the relevant unit manager at the time of application.
- (5) Students enrolled in English or Turkish language preparatory programs, as well as scientific preparatory programs, are not eligible to apply for Erasmus+ exchange programs.
- (6) Students who suspend their enrollment cannot participate in study or internship mobility during the suspension period. However, they may apply for mobility during the enrollment suspension period.
- (7) Master's and doctoral students with a thesis who have not completed their credit or non-credit course load in graduate programs may participate in Erasmus+ exchange programs only with the approval of their thesis advisor, the Chair of the relevant division, and the Board of Directors of the Graduate School.
- (8) If courses taken under Erasmus+ exchange programs are taught in a language other than English, the student must demonstrate proficiency in that language at or above the minimum level specified by the host institution and provide supporting documentation.
- (9) Erasmus+ student mobility periods in the new Erasmus+ period (2021-2027) cannot exceed a total of 12 months at the same education level (undergraduate, graduate, or doctoral), including any mobility under an Erasmus Mundus scholarship or during the 2014-2020 Erasmus+ period. Even if no grant is awarded, the total duration of student mobility activities (study or internship) at the same education level cannot exceed 12 months. In higher education programs that combine two levels (such as integrated doctoral programs) or complete two levels within a single program (such as medical education), the total Erasmus+ student mobility duration cannot exceed 24 months.
- (10) Erasmus+ exchange programs cannot be utilized during the following stages of doctoral programs.
- a) Final semester in which students must take the doctoral qualifying exam.
 - b) Final semester in which students undergo the thesis proposal defense.
 - c) Final semester of the program's maximum duration.

Application Procedures

ARTICLE 7 – (1) Up-to-date information about applications to Erasmus+ exchange programs is published on the Department's website.

(2) Students select the number of universities specified by the Exchange Programs Selection Commission in their applications. When selecting their preferences, students must carefully consider the academic calendar of the host university, nomination and application deadlines, course structure, curriculum, course content, language of instruction, ECTS values or credit

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

system, and other relevant conditions. Students must obtain approval from the relevant coordinators and their thesis and/or academic advisors when making selections during the application process. Applications are submitted through the website turnaportal.ua.gov.tr, established by the Turkish National Agency, and applicants complete the process using e-government identity verification on the site.

(3) During the application process through the Turnaportal system, students select their preferred universities and complete their applications in accordance with the published rules before the final deadline.

(4) Applications are reviewed by the Department, and the evaluation process is initiated for students whose applications are approved.

(5) If vacancies arise as a result of student placements conducted by the Exchange Programs Selection Commission, the Department may set a new application and evaluation schedule for the available quotas.

Evaluation and placement

ARTICLE 8 – (1) The evaluation criteria and weighted scores used in Erasmus+ student mobility applications must comply with those specified in the Implementation Manual for the relevant project period, published by the Turkish National Agency.

(2) Applications are evaluated based on the criteria established for the relevant project period and communicated prior to the application process. Student selection is carried out within the framework of the principles set by the Exchange Programs Selection Commission, taking into account the total scores obtained according to the established criteria, the students' preferred universities and their quotas, the grant amount allocated to the University, and, when necessary, the opinions of the relevant coordinators and thesis and/or academic advisors.

(3) Students whose applications are approved must take the English language exam organized by the Foreign Languages Department of Fenerbahçe University and submit their results within the application period. The language score must be at least at the B1 level and graded on the 100-point scale. Annex 1 lists the global scale levels of the Common European Framework of Reference for Languages for the University Erasmus+ language exam. This score is used to determine students' placement within an institution. If the university or institution requests a different English proficiency certificate, or a proficiency certificate and/or score in another language as part of the application, the student is responsible for submitting the relevant documents and/or scores before the deadline set by the institution at the time of application.

(4) The student's placement score is calculated as 50% based on the grade point average and 50% based on the foreign language score, with a total out of 100. The "±" score evaluation criteria, as specified in the Implementation Manual for the relevant project period, are included in the student's final placement score. In line with their preferences, students undergo the placement process based on their final placement score.

(5) The placement process is conducted by the Exchange Programs Selection Commission, and the placement list is recorded in the official minutes.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

- (6) When a choice must be made between two students with the same score for the same preferred institution, priority is given to the student whose date of birth is closest to the current date (the youngest).
- (7) Evaluation and placement results are announced on the Department's web page and/or via message. In addition, the Exchange Programs Selection Commission announces the procedure and schedule for submitting objections to the placement results.
- (8) Placement in an institution cannot be considered an acquired right. After the placement process, the student must also apply to the partner institution and be accepted.
- (9) The Exchange Programs Selection Commission re-evaluates whether a student eligible for Erasmus+ exchange programs meets the application requirements before the semester of participation. The Exchange Programs Selection Commission may revoke a student's eligibility to participate in Erasmus+ exchange programs when necessary.
- (10) Erasmus+ exchange programs may be extended within the same project period, provided the total duration does not exceed 12 months. The extension process is subject to the approval of the department/program coordinator, the Erasmus+ Institutional Coordinator, the partner institution, and the condition that it does not affect the quota for the next academic year.
- (11) The student whose extension is approved must prepare the necessary documents in a timely manner for the extended semester and sign a zero-grant agreement for that semester. Otherwise, even if the extension is approved, the mobility cannot be recognized.
- (12) Students must submit their extension requests to the Department in writing at least 1 (one) month before the end of their mobility.
- (13) This right of a student eligible to participate in Erasmus+ exchange programs for one academic year cannot be carried over to another academic year.

Courses to be taken, academic approval, and learning agreement

- ARTICLE 9 –** (1) The student must notify the department/program coordinator where they are registered of the courses they wish to take at another institution, including the course plan, ECTS values, and the Fenerbahçe University courses they request to have counted toward these courses, before enrolling. The courses that students will take during their Erasmus+ exchange at the partner institution are determined by the relevant department/program coordinator.
- (2) The confirmed courses and their equivalents at Fenerbahçe University are listed in the learning agreement and signed by the student and the relevant department or program coordinator. The student's learning agreement, along with the form signed by the student and the department/program coordinator indicating course equivalencies, is forwarded to the relevant unit manager for review and approval by the unit board of directors. The decision of the relevant unit board of directors is sent to the student, the department or program coordinator, Registrar's Office, and the Department.
- (3) Students participating in the Erasmus+ exchange program are required to take courses totaling 30 ECTS in one semester. In cases of force majeure and/or depending on the academic program of the partner institution, the total number of courses a student may take in a semester can range from a minimum of 24 ECTS to a maximum of 36 ECTS. A learning agreement with fewer than 24 ECTS is not approved, and the student's mobility is canceled.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

(4) The total ECTS value of the courses taken at the partner institution must equal the total ECTS value of their equivalents at Fenerbahçe University. However, in cases of force majeure and/or depending on the academic program of the partner institution, a difference of up to ± 3 ECTS may be allowed.

(5) The student is required to notify the relevant department or program coordinator in writing of any changes to the curriculum before completing the semester at the partner institution and must obtain approval. Any changes to the learning agreement for justified reasons must be made no later than 4-7 weeks after the start of the partner institution's academic period. The relevant change form, if applicable, must be signed by the department or program coordinator within this period, and the decision of the relevant unit board of directors must be updated accordingly. Otherwise, full responsibility rests with the student.

(6) The student is responsible for ensuring that the learning agreement, and the exchange learning agreement if applicable, is signed by all parties in a timely manner.

Application and admission process for the partner institution

ARTICLE 10 – (1) After the student selection procedures are completed, the Department sends the information of the selected students to the partner institutions. Partner institutions provide information on their application requirements and deadlines. The student is required to apply to the partner institution. It is the student's responsibility to prepare the documents requested by the partner institution and to submit their application on time. However, the Department provides guidance to the student in preparing the required documents.

(2) The student submits the application documents to the relevant office of the partner institution, in coordination with the Department, before the application deadline.

(3) The University is not responsible if the student's application is not accepted by the partner institution.

(4) The student is responsible for visa, travel, and all related procedures. The visa support letter can be obtained through the Turnaportal system.

(5) The student's status is not finalized until the partner institution issues an acceptance letter.

(6) A student who is admitted to an Erasmus+ exchange program at a partner institution cannot defer this right to another academic year.

Status of outgoing students at the University

ARTICLE 11 – (1) Students are considered on leave while studying at the partner institution; their student status at the University continues, and this period is included in the maximum duration of study.

(2) The board of directors of the student's affiliated unit decides that the student is considered on leave due to participation in the Erasmus+ exchange program.

(3) If a student cancels their mobility, changes the semester, or makes similar modifications, they must submit a petition to the unit management to update their record and request the revision of the decision made by the relevant unit board of directors. The decision of the relevant board of directors is sent to the student, the relevant department/program coordinator, the Registrar's Office, and the Department.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

- (4) The status of research assistants wishing to participate in Erasmus+ exchange programs is evaluated in accordance with the relevant legislation.
- (5) The continuation, suspension, or cancellation of scholarships for students participating in Erasmus+ exchange programs is at the discretion of the individual or institution granting the scholarship.

Erasmus+ Grant agreement and grant payments

ARTICLE 12 – (1) The Department notifies the Department of Financial Affairs of the names of students accepted from the partner institution, as listed on the placement list approved by the Exchange Programs Selection Commission, along with the maximum grant amounts they are eligible to receive. Participants who are not on the placement list do not receive payment.

(2) To sign a grant agreement, students must submit all requested documents to the Department.

(3) A grant agreement is signed between the university and each student participating in the mobility, whether or not they are awarded a grant. The grant agreement must be signed prior to the start of the mobility. By signing this contract prior to the mobility, it is confirmed that the student will participate in the program.

(4) Grant payments are disbursed in two installments. The first payment is made over 5 months for learning mobility and over 3 months at 80% for internship mobility.

(5) For the first installment of the grant to be paid, the student must submit the documents announced prior to the mobility and sign the grant agreement.

(6) The first payment to students is made in accordance with the rules set out in the grant agreement signed with them.

(7) A student may receive payments for up to 5 months for learning mobility and up to 3 months for internship mobility. The student's final grant payment is calculated after the mobility, based on the actual duration of mobility and the maximum payable amount.

(8) If the grant amount increases based on the duration of the student's stay at the end of the mobility, an additional grant agreement is signed between the student and the university.

(9) Grant support for a semester extended by the student may vary depending on the budget allocated to the university for the relevant project period.

(10) Grants are paid in EURO, at the rates determined and announced for that year, in accordance with the Implementation Manual for the relevant project period and the conditions specified in the grant agreement.

(11) In accordance with the contract, students who have completed and returned from Erasmus+ exchange programs are required to submit the following to the Department: the transcript issued by the partner institution, the signed Learning Agreement (including any course changes made there), the Certificate of Participation confirming the duration of the Erasmus+ exchange program, the Final Report provided by the European Commission, and the result of the second online language exam.

(12) Erasmus+ exchange programs of students who fail to submit the transcript verifying their mobility and the Certificate of Participation are canceled, and any grant payments already made are subject to refund.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

(13) Except in cases of force majeure, the activity of students who end their mobility before completing the minimum period and return is considered invalid, and no grant payment will be made. If a grant payment has already been made, a refund will be requested. Before an event or situation is recognized as force majeure, the Department must obtain approval from the Turkish National Agency.

(14) If students who have received a grant for mobility fail to carry out the activity and do not return the grant, legal proceedings will be initiated against them.

(15) The student must successfully complete at least 21 ECTS of courses in a semester at the partner institution. Otherwise, a 20% deduction is applied to the final grant payment.

(16) Students who fail to complete the participant questionnaire after mobility will have 20% of their grant deducted.

(17) The Department of Financial Affairs makes the payments to the students and submits the transaction receipt to the Department showing that the payment has been made specifically for each student.

Course recognition procedures

ARTICLE 13 – (1) The documents used as the basis for the course recognition process are the Learning Agreement, any decisions of the board of directors made before or during the mobility, and the transcript from the partner institution. Academic units may request additional documents if deemed necessary.

(2) Students apply to the relevant department/program coordinators with the original and/or certified transcript received from the partner institution for course recognition procedures. If the transcript is sent directly to the Department, the Department notifies the student and forwards the document to the relevant department or program coordinator.

(3) The success status of courses taken at the partner institution is converted to the University's letter grade system based on the evaluation of the department/program coordinator where the student is enrolled and the decision of the unit board of directors. If there are courses not specified in the Learning Agreement, the relevant board of directors is authorized to make decisions. Courses listed in the Learning Agreement but not appearing on the transcript from the partner institution are recorded as "FF" in the University's grading system.

(4) The director of the unit in which the student is enrolled submits the names of the transferred courses, course codes, ECTS values, credits, and grade information, including the converted letter grades, to the Registrar's Office along with the decision of the relevant unit board of directors.

(5) After the course transfer procedures are applied to the student's transcript by the Registrar's Office, a copy of the updated transcript is forwarded to the relevant department/program coordinator, and another copy is sent to the Department.

(6) Doctoral students participating in the Erasmus+ exchange program may take a maximum of two courses at the undergraduate or graduate level, provided that the undergraduate level courses have not been previously completed.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

(7) If a course taken at the partner institution is part of a double major or minor program, it is listed in the course equivalence table and deducted from the student's course load based on the decision of the relevant board of directors.

(8) When more than one successful course is used as a substitute for a single course, the arithmetic average of the grades from the courses to be recognized is calculated according to their ECTS values or credits, then converted and applied to the corresponding course.

(9) When a single successful course is used as a substitute for multiple courses, the grade of the course is converted according to the University's grading system and applied to each of the corresponding courses.

(10) In the process of full recognition, the original name and ECTS value of the course/internship taken at the partner institution and included in the student's education/internship agreement are recorded in the transcript and diploma supplement. The transcript and diploma supplement indicate which courses were taken within the scope of Erasmus+ and at which higher education institution.

Tuition and other fees

ARTICLE 14 – (1) Among students who are required to pay a contribution/tuition fee, those participating in the Erasmus+ exchange program pay the tuition fees for the period of their mobility to the University within the regular payment period. They do not pay tuition fees to the partner institution under the Erasmus+ program.

(2) Accommodation, transportation, health insurance, and other personal expenses are the responsibility of the student.

(3) The partner institution may require payments in the same amounts and by the same methods applied to its other students for the use of various materials and services, such as insurance, residence permits, discounted transportation cards, course materials, and laboratory supplies.

Specific provisions for internship mobility

ARTICLE 15 – (1) Students are required to identify the enterprise/institution where they will complete their internship and to communicate with it in order to obtain an acceptance letter by the application deadline.

(2) Senior students may apply for Erasmus+ internship mobility while maintaining their student status. The internship activity must be completed within the period specified in the Implementation Manual for the relevant project, counted from the date of graduation.

(3) Students must obtain approval from the department/program coordinator and the internship commission of their enrolled department/program before submitting an application. Applications that are not approved by the internship commission and the department/program coordinator will not be accepted.

(4) Students participating in Erasmus+ internship mobility may count this internship as a compulsory internship in their academic program. It is the student's responsibility to prepare the necessary documents to have the Erasmus+ internship recognized as a compulsory internship, submit them to the internship commission, and follow up on the procedures. The decision of the relevant internship commission is final and binding in this regard.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

(5) Students who complete Erasmus+ internship mobility and return must submit the required documents to the department/program coordinators of their enrolled unit. The documents serving as the basis for the internship activities are the Internship Academic Approval Form, Internship Agreement, Internship Report, and the Certificate of Participation, which confirms the time spent in the internship program. If deemed necessary by the relevant units, additional documents may be requested.

(6) The internship is recognized by a decision of the relevant unit's board of directors, based on the positive opinion of the department or program coordinator and the approval of the Internship Commission. This decision is then forwarded to the Registrar's Office. After the Registrar's Office records the decision in the student's transcript, a copy of the transcript is sent to the relevant department/program coordinator and to the Department.

(7) For the academic recognition of internship activities undertaken by students participating in Erasmus+ internship mobility, the internship must have a minimum value of 5 ECTS. In the recognition of the relevant internship, the internship commission of the respective unit is the sole authority responsible for evaluating the content, duration, and ECTS value of the internship.

PART THREE

Students Coming Through Erasmus+ Exchange Programs

Application

ARTICLE 16 – (1) Students wishing to participate as Erasmus+ exchange students are nominated by their home institutions.

(2) The Department sends an informational message about the application procedure and deadlines to prospective students.

(3) The student must submit all required application documents to the Department before the deadline.

Course selection and learning agreement

ARTICLE 17 – (1) The student selects the courses they plan to take from the course catalog provided and lists them in the learning agreement. If the courses are not offered, the courses listed in the learning agreement may be changed.

(2) Department/program coordinators provide academic advisorship to incoming students. Department/program coordinators assist students in selecting courses within the scope of Erasmus+ exchange programs and sign their learning agreements.

Issuing the acceptance letter

ARTICLE 18 – (1) After the application documents and the learning contract signed by all parties are received, the application is evaluated based on the balance of exchanges between the two universities (the ratio of outgoing to incoming students) and the student's academic standing.

(2) The Department prepares and sends acceptance letters to the admitted students.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

Informing incoming students and related actions

ARTICLE 19 – (1) The Department sends informational notes to the students. These notes include information on visa procedures, the academic calendar, the compliance program, and other relevant details.

(2) The Department is responsible for providing guidance on the intra-university administrative procedures for incoming students.

(3) If students participating in the Erasmus+ KA171 program will receive a grant for their mobility, the Department informs them about the necessary documents required to obtain it.

(4) The registration of incoming students for the school and courses is carried out by the Department and the Registrar's Office, with academic guidance and approval from the department/program coordinators.

(5) The Registrar's Office is responsible for completing the final registration process and preparing student ID cards.

(6) The Department organizes an orientation program for students at the beginning of each semester. Within the scope of this program, students are offered seminars, various social and cultural activities, university orientation sessions, and trips are organized.

Procedures for students who have completed their exchange

ARTICLE 20 – (1) Students who have completed the Erasmus+ exchange program must return their student ID cards to the Department before leaving the country.

(2) The Department provides a participation certificate indicating the duration of mobility to students who have completed the deregistration procedures, while the Registrar's Office issues the transcript, and/or sent to the partner institution where the student is registered.

PART FOUR

Outgoing Staff Participating in Erasmus+ Exchange Programs

Teaching and staff training mobility

ARTICLE 21 – (1) Staff mobility includes two types: Teaching Mobility and Staff Training Mobility.

- a) (2) To participate in staff mobility under the Erasmus+ exchange program, the following conditions must be met:
Staff wishing to undertake mobility must be employed full/part-time at the university and actively performing their duties.
- b) Submitting an application within the scope of the Department's announcement, meeting the eligibility criteria, and providing the required documents for that year within the application period.
- c) For teaching mobility, an inter-institutional agreement must exist between the University and the partner institution where the mobility will take place.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
----------------------	--------------------------	-----------------------	-------------	---------------

- ç) The teaching plan or work plan form prepared for teaching and training mobility must be signed by all parties.
 - d) Receiving an invitation letter from the host institution where the mobility will take place.
 - e) In teaching mobility, the participant must complete the minimum teaching hours determined by the Turkish National Agency for that year at the partner institution.
 - f) In training mobility, the minimum mobility period determined for that year must be completed.
- (3) Applications from academic and administrative staff are evaluated according to the selection criteria in ANNEX-2.
- (4) If two staff members receive the same score in the evaluation, priority is given to the staff member participating for the first time. If equality persists, the staff member's length of service at the University is considered, and priority is given to the staff member with the longer service period.
- (5) Training mobility may take place at a higher education institution or an enterprise abroad.
- (6) Within the scope of staff teaching mobility, staff from an established enterprise in a program country may be invited to teach students. All documents, obligations, rules, and conditions also apply to these staff members.
- (7) Applications and evaluations are conducted according to the principles set out in the Implementation Manual and by the Exchange Programs Selection Commission for the relevant project period, taking into account the criteria announced prior to the application process and established for that year.
- (8) Staff whose application is accepted must obtain permission from the relevant unit management for the period they will spend abroad.
- (9) Except in cases of force majeure, the activities of staff who end their mobility before completing the minimum period, return early, or fail to submit required documents will be considered invalid, and no grant payment will be made. If a grant payment has already been made, a refund will be requested. Before an event or situation is recognized as force majeure, the Department must obtain approval from the Turkish National Agency.
- (10) The relevant staff member signs a grant agreement with the University before departure. This contract finalizes the participation of the relevant staff member in the Erasmus+ staff mobility program.
- (11) Grants are paid as determined and announced for that year. The maximum number of grant mobility days for both types of mobility is five (5) days. However, the maximum number of grant mobility days may vary for each project period depending on the allocated grant.
- (12) Staff who complete the mobility period must submit the Activity Report, Certificate of Participation, travel documents, and any other requested documents to the Department within ten (10) working days.
- (13) If staff members who have received a mobility grant fail to carry out the activity and do not return the grant, legal proceedings will be initiated against them.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
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PART FIVE

Incoming Staff Mobility within the Scope of Erasmus+ Exchange Programs

Teaching and staff training mobility

ARTICLE 22 – (1) Staff coming to the university for teaching or training mobility may contact the Department and/or the relevant unit coordinator directly.

(2) The relevant unit manager and coordinator jointly decide whether to accept staff coming for teaching mobility, in accordance with the education plan. Within the scope of teaching mobility, the unit coordinator is responsible for accepting incoming staff and signing the teaching plan. The coordinator forwards the signed curriculum to the Department.

(3) The head of the department/relevant unit decides whether to accept staff participating in training mobility, in accordance with the work plan. Within the scope of training mobility, the relevant department/unit is responsible for accepting incoming staff and signing the work plan. The relevant department/unit forwards the signed work plan to the Department.

(4) The Department forwards letters of acceptance to the relevant staff members.

(5) The relevant units are responsible for making the necessary preparations for the staff they accept.

(6) The participation certificate for staff who have completed their mobility is signed by the relevant unit coordinator and/or the relevant Department.

(7) The Department provides guidance to staff and the relevant units throughout the mobility.

PART SIX

Miscellaneous and Final Provisions

Situations for which no applicable provisions exist

ARTICLE 23 – (1) In the event of any changes to the rules in the Implementation Handbook of the Turkish National Agency governing Erasmus+ mobility, the Handbook for the relevant project period and the grant agreement signed between the Turkish National Agency and the University shall be binding.

(2) In cases where no applicable provision exists, actions are taken in accordance with the decisions of the Rectorate, the Department, and the relevant unit board of directors, provided they comply with the provisions of the Implementation Manual for the relevant project period and the grant agreement signed between the Turkish National Agency and the University.

Other circumstances leading to mobility cancellation

ARTICLE 24 – (1) Under the following circumstances, the mobility of beneficiaries who have been selected to participate in Erasmus+ exchange programs, or who are already participating, is canceled by the decision of the Exchange Programs Selection Commission, Erasmus+ grants and/or travel support must be returned, and disciplinary proceedings may be initiated against them. The decision to cancel mobility is made in the following cases:

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
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- a) According to the Disciplinary Regulation, engaging in actions that warrant a penalty at the University or the partner institution.
- b) Failure to respond promptly to inquiries from the Department or relevant academic or administrative units without a justified reason, or to submit the requested documents on time.
- c) Making false claims or defamatory statements that harm the institution's reputation.

Effective Date

ARTICLE 25 – (1) This directive takes effect on the date of its approval by the Senate.

Implementation

ARTICLE 26 – (1) The provisions of this directive are implemented by the Rector.

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
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ANNEX-1 COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES (CEFR) – GLOBAL SCALE LEVELS

Sufficient User	C2	Can easily understand virtually everything heard or read. Can reconstruct arguments and explanations coherently, summarizing information from a range of oral and written sources. Can express oneself fluently and precisely, distinguishing finer shades of meaning even in complex situations.
	C1	Can understand a wide range of complex, extended texts and recognize implicit meanings. Can express ideas without relying on overly obvious language. Can use the language flexibly and effectively for social, academic, and professional purposes. Can produce clear, well-structured, detailed texts on complex topics, demonstrating controlled use of organizational patterns, connectors, and cohesive devices.
Independent User	B2	Can understand the main ideas of complex texts on both concrete and abstract topics, including technical discussions in one's field of expertise. Can interact spontaneously, demonstrating a level of fluency that allows regular communication with native speakers without difficulty for either party. Can produce clear, detailed texts on a wide range of topics and present a point of view on a current issue, outlining the advantages and disadvantages of various options.
	B1	Can understand the main points of clear, standard input on familiar matters regularly encountered in work, school, leisure, etc. Can cope with most situations likely to arise while traveling in an area where the language is spoken. Can produce simple, connected texts on topics of personal or familiar interest. Can identify experiences and events, dreams, hopes, and ambitions, and provide brief reasons and explanations for opinions and plans.
Basic User	A2	Can understand sentences and frequently used phrases related to the most immediate needs (e.g., very basic personal and family information, shopping, local geography, employment). Can communicate in simple, routine tasks requiring a straightforward exchange of information on familiar and everyday topics. Can describe the past, immediate surroundings, and urgent needs in simple terms.
	A1	Can understand and use familiar everyday expressions and very basic phrases to meet concrete needs. Can introduce oneself and others. Can ask and answer questions about personal details, such as where one lives, people one knows, and things one has. Can interact in a simple way, provided the other person speaks slowly and clearly and is willing to help.

FENERBAHÇE UNIVERSITY ERASMUS+ LANGUAGE EXAM – CEFR CONVERSION TABLE

C2	Sufficient User	95-100	Sufficient User
C1		90-94	
B2	Independent User	80-89	Independent User
B1		60-79	
A2	Basic User	26-59	Basic User
A1		1-25	
CEFR		FBU Erasmus+ Language Exam	

Doc code: YÖN.REK.13	RELEASE DATE: 27.04.2022	REV. DATE: 28.08.2025	REV. NO: 04	INTERNAL ONLY
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ANNEX-2 STAFF MOBILITY APPLICATION EVALUATION CRITERIA

Selection Criteria	Selection Standards
Score assigned to each staff member applicant	+30 points
Activity utilization scoring	-5 points x number of benefits
Foreign Language Grade (Provided that it is documented) - Accepted Foreign Language Exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (ÖSYM equivalence tables will be used) - Staff who have graduated from an undergraduate or graduate program in which the language of instruction is entirely a foreign language (activity language) are evaluated at 90 points out of 100. - Staff who have been at an institution providing foreign language education for at least one year are evaluated at 70 points out of 100; staff who have taught in a foreign language for at least one year are evaluated at 90 points out of 100.	+ %10
Being Erasmus Institution/Unit/Department/Program Coordinator	+5 Points
Prioritization of administrative staff in training activities	+10 points
Prioritization of activities for developing digital skills in training programs	+10 points
Prioritization of disabled staff	+10 points
Prioritization of veteran staff, and staff who are martyrs' or veterans' spouses and children	+10 points
Performing mobility to the country of citizenship	-10 points
Performing mobility at a university or in a country not previously involved in staff mobility	+10 points 1 time: +7 points 2 times: +5 points 3 times: +3 points 4 times or more: +0 points
Prioritization of staff who have completed all Erasmus+ inter-institutional agreement processes on behalf of the department/University between two calls/announcements for applications	+2 points (per agreement)
Not cancelling mobility, except in cases of force majeure, until the specified deadline, even if eligible for a grant in the previous application call	-20 points
Visiting a top 500 university in the "Times Higher Education" or "QS World University Ranking" in the relevant academic year	+10 points