 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 11.08.2017 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

Koç University Exchange Programs Procedures

SECTION ONE

Purpose, Coverage, Basis, and Definition of Terms

Purpose

ARTICLE 1 — (1) The aim of these procedures is to organize the principles concerning exchange programs.

Coverage

ARTICLE 2 — (1) The principles laid out in the procedures cover the process relating to the mobility of the student and of the academic and administrative personnel who take part in the exchange programs, as well as the duties and authorities of units and persons in question.

Basis

ARTICLE 3 — (1) These procedures have been based on the provisions of the articles of Koç University's Undergraduate Teaching Learning Regulation and the Graduate Teaching Regulation governing participation to the exchange programs and to the Erasmus+ program.

Definition of Terms


ARTICLE 4 — (1) Terms that appear in these procedures shall be defined as follows;

- a) Exchange program refers to a student taking courses or conducting research or internship in a university or institution, through international bilateral agreements or through Erasmus+ and similar programs.
- b) The Erasmus program refers to a student studying in a university abroad, completing internship in an institution, and to personnel achieving their mobility for teaching or studying, under the Erasmus+ main program through bilateral Erasmus agreements.
- c) The Global Exchange program refers to a student studying for one or two semesters in a university without paying tuition to that university, through bilateral agreements made between Koç University and universities abroad.
- d) The Summer Exchange program refers to a short-term study taking place during the summer semester and arranged through bilateral agreements between Koç University and universities abroad, in which students takes courses without paying a tuition fee to the institution they are attending.
- e) President refers to the President of Koç University.
- f) University or KU refers to Koç University.

Responsible Persons and Units

ARTICLE 5 —

- (1) The President undertakes coordination throughout the University of all issues relating to the exchange programs.
 - a) The President signs bilateral cooperation and exchange programs agreements on behalf of the institution.
 - b) The President co-signs the Erasmus+ Corporate Grant Agreements along with one of the officials featured in the Group A corporate authorized signatories list.
- (2) The University's Erasmus+ corporate coordinator is appointed by the President. Their duties have been listed below.
 - a) They undertake the coordination throughout the University of all issues relating to the Erasmus+ Exchange programs.
 - b) They sign the Erasmus+ Exchange programs agreements, the Learning Agreement, and the Grant Agreement.
 - c) They make and execute decisions along with the University Exchange Programs Selection Committee.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(3) The University Exchange Programs Selection Committee is headed by the coordinator of the University Exchange Programs and consists of the Dean of Students and the administrator of the Exchange Programs and Partnership Development. Their duties have been listed below.

- a) They make all exchange programs decisions at the University by large. They coordinate and check the running of the exchange programs, conduct the selections and placements of the students.
- b) They decide on the calendar concerning the process.

(4) The College Exchange Programs Coordinator is appointed by the dean of the relevant college from the faculty members (preferably the assistant dean responsible for student affairs). Their duties have been listed below.

- a) They communicate to the department exchange programs coordinators the developments related to the exchange programs, and academic decisions that were made.
- b) They ensure coordination among department exchange programs coordinators and ensure the execution of decisions made.
- c) They sign the “Learning Agreement,” which ensures academic recognition.

(5) Graduate school exchange programs coordinator is appointed by the director of the graduate school in question from faculty members (preferably the assistant director responsible for student affairs). Their duties have been listed below.


- a) They communicate developments concerning exchange programs and academic decisions made, if any, to the graduate school department exchange programs coordinators.
- b) They ensure coordination among graduate school department coordinators and ensure that decisions are executed.
- c) They sign the “Learning Agreement,” which ensures academic recognition.

(6) The department exchange programs coordinator is appointed by the relevant department head from faculty members (preferably the assistant department head responsible for student affairs). Their duties have been listed below.

- a) They introduce the exchange programs in the department in question, make announcements concerning this program, provide help to students who would like to benefit from the exchange programs in choosing universities.
- b) They provide help to students who have earned the right to benefit from exchange programs in choosing courses.
- c) They guide students who have completed the exchange program and returned, so that they can complete procedures to get the courses they took during the exchange to count towards their program.
- d) They advise students who have come back from the exchange programs abroad to help them with their course selection issues.
- e) They sign the “Learning Agreement,” which ensures academic recognition.

(7) Graduate school department exchange programs coordinator is appointed by the head of the relevant graduate school department from faculty members. In graduate programs, the relevant department exchange programs coordinator is at the same time the graduate school department exchange programs coordinator. The Exchange Coordinators of Interdisciplinary Programs are appointed by the head of the graduate school department from faculty members. Their duties have been listed below.

- a) They introduce the exchange programs in the graduate school department, announce news concerning this program, provide help to graduate students who want to benefit from exchange programs on the selections of universities.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

- b) They provide help to students who have earned the right to benefit from exchange programs in choosing courses.
- c) They guide students who have completed the exchange program and returned, so that they can complete procedures to get the courses they took during the exchange to count towards their program.
- d) They advise students who have come back from the exchange programs abroad to help them with their course selection issues.
- e) They sign the “Learning Agreement,” which ensures academic recognition.

(8) International Education and Mobility Programs Unit (IEMP) works under the Office of International Programs (OIP). Their duties have been listed below.

- a) They handle the administrative procedures of students and of the academic or administrative personnel who come through exchange programs, and of those who are selected to go to exchange programs.
- b) They present exchange programs at in the University and prepares the presentation documents.
- c) They conduct the selection process, make and continue the agreements in coordination with academic relevant units and the upper management.
- d) They engage in written communication with universities in question; they make and update the agreements; they work in communication with academic and administrative units in question.
- e) They maintain necessary communication with Turkish National Agency and are responsible for following and executing the Erasmus Rules under Erasmus+ Programs.


SECTION TWO

Students Going to Exchange Programs

Application Conditions

ARTICLE 6 —

- (1) Students who are to apply to the exchange programs must, at the application stage, satisfy the conditions listed below.
- a) These students need to have completed a minimum of one academic year of undergraduate studies or one semester of graduate program studies,
 - b) Bilateral Exchange programs: in the semester they apply to the program and in the last semester before they participate to the program, the grade point average for undergraduate students must be a minimum of 2.50 out of 4.00, as for graduate students the minimum grade point average must be 3.00 out of 4.00,
 - c) Erasmus+ Exchange programs: in the semester they apply to the program and in the last semester before they participate to the program, the grade point average for undergraduate students must be a minimum of 2.20 out of 4.00, as for graduate students the minimum grade point average must be 2.50 out of 4.00,
 - d) CEMS program students can go on an exchange program in the semester they start the program, and in this situation, will have to apply with their undergraduate grade point averages. It is expected that they have a minimum grade point average of 2.50 out of 4.00 for Erasmus+ programs and minimum grade point average of 3.00 out of 4.00 for Global Exchange program.
 - e) Graduate students who do not have a GPA at Koç University during the application period for exchange programs can use their diploma grade averages from their previous education (undergraduate or graduate).
 - f) Students must meet other application requirements pertaining to the program they are registered in, if there are any.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

- g) Double major students and students who are registered to two graduate programs can apply to exchange programs for one of the two programs during each application period.
- h) Special cases shall be evaluated by the executive board of the college or graduate school.
- i) At the time of their application, Research Assistants must have secured the approval of the dean of the relevant department or the director of the relevant graduate school.
- j) ELC and scientific preparation program students cannot apply to the exchange programs.
- k) During the stages of the doctorate programs listed below, doctorate students cannot benefit from the exchange programs:
- For doctorate students who have not taken the doctorate competency examination, during the final semester during which they must take the doctorate competency examination,
 - During the final semester during which the defense of the thesis proposal must be made,
 - During the final semester of the ultimate period of the program.
- l) The thesis and/or academic advisors of the student and the administration of the graduate school department shall be authorized to decide whether graduate and doctorate students on the fourth semester of a thesis program who have not completed the credit or non-credit course load can benefit from the exchange program.
- m) If the courses to be taken during the program are taught in a language other than English, the student needs to be proficient enough in this language.
- n) Throughout their university education, students at all levels (undergraduate, graduate, doctorate) can benefit from Erasmus+ programs, with grants for up to 12 months as long as the amount of grant allocated to the University is sufficient. Mobility achieved under Erasmus internship program is also included in the 12-month duration determined for the relevant education level. This duration is 24 months for students of KU Medical School.


Application Procedures

ARTICLE 7 —

- Every year, the IEMP shall organize exchange programs introduction meetings geared toward students.
- Information concerning applications to exchange programs shall be publicized on the internet pages of the Office of International Programs, announcements made by OIP via email and KU Daily.
- In their applications, students can make as many university choices as the University Exchange Programs Selection Committee allows. As these preferences are established, the course program of the relevant university, the course structure and content, the language of instruction, European Credit Transfer System (ECTS) credits of the courses or University's credit system and similar conditions shall be considered by the department/graduate school department exchange programs coordinator and the student's thesis and/or academic advisors.
- On the application form, students shall indicate their preference for the university they want to apply for exchange and shall complete their application before the deadline.
- If there is unfilled capacity following the placement of students by the University Exchange Programs Selection Committee, the committee shall establish a new application and evaluation calendar to fill this unfilled capacity.

Evaluation and Placement

ARTICLE 8 —

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(1) Students whose application to Erasmus+ or to the Bilateral Exchange Programs have been accepted must submit valid documentation of English language competency with minimum scores of TOEFL IBT 80, IELTS 6.5, KUEPE 60, TOEFL PBT 550 or Koç TOEFL 550. Master and PhD program students shall be allowed to submit as English language competency documents their GRE Verbal Reasoning scores with a minimum of 135, and GMAT Verbal Session scores with a minimum of 15. These students are responsible for the timely provision of a different English proficiency certificate, if the institutions they are placed in request it within the application process.

(2) Applications shall be evaluated by considering the criteria established for that year and announced before the application process.

(3) The selections of the students shall be made according to the criteria determined and announced, considering the total scores they received, the universities they prefer, the capacities of the universities in question, the grant amount allocated to the university, if any, and in necessary cases, also considering the view of the department/graduate school department exchange programs coordinators, under the guidance of the principles established by the University Exchange Programs Selection Committee.

(4) The results of the evaluation and placement shall be announced on the internet page of the Office of International Programs, on the bulletin boards and via emails sent by OIP.

(5) Students who accept going to the university where they are placed, must sign the “Commitment” document outlining the processes and responsibilities associated with the exchange program, and submit this to the IEMP before the deadline. The programs of students who do not submit their “Commitment” document and do not provide any notifications shall be automatically cancelled, and in the next application rounds to the relevant exchange program, (-) negative points are applied at the rate determined by OIP.

(6) The selection and placement rights of students acquired after being chosen by OIP cannot be transferred to the next academic year. Extension of exchange programs can only take place from the Fall semester to the Spring semester. The extension takes place depending on the approval of the partner institution where the student is continuing the exchange program and if this extension does not affect the exchange quota of the next year.


Course to be Taken, Academic Application Form, and Learning Agreement

ARTICLE 9 —

(1) The student must notify the faculty / institute administrative coordinator of the relevant academic department in writing and before the mobility about the courses that he / she wants to take from a different higher education institution, credits of these courses and course equivalency requests.

(2) After the student's written notification, the administrative coordinator of the faculty / institute to which she is affiliated should contact the relevant exchange program coordinator (faculty member).

(3) The exchange program coordinator should determine which faculty / institute should evaluate the equivalency of the courses requested by the student, and if it is decided that another faculty / institute should evaluate all/some of the courses, then the relevant administrative coordinators should get in touch in writing.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(4) After the courses are deemed appropriate and the courses that can be substituted are determined, if the student is going to participate in an exchange program through the OIP (UPO), they must absolutely complete the "Course Equivalency Form" or "Erasmus + Learning Agreement". This form is signed by the department / EABD exchange programs coordinator and University Erasmus + Institutional coordinator.

(5) Students who participate in the Erasmus+ program must take 30 ECTS credits worth of courses per semester. In situations that justify it, this credit count could be as low as 20.

(6) Before completing the relevant semester course programs in the university abroad, the student must report all changes that happened in the course program to the department/graduate school department exchange programs coordinator and get approval as established by the Learning Agreement and the Academic Approval Form, if applicable.

Application to the University Abroad and the Acceptance Process

ARTICLE 10 —

(1) Communication with the university abroad shall be conducted by IEMP. The preparation of the documents required by the university abroad shall be the responsibility of the student. However, the IEMP shall advise the student in question in the preparation of the said documents.

(2) The application documents shall be submitted to the relevant office of the university by the student, in coordination with IEMP, before the deadline.

(3) Travel arrangements and visa procedures shall be the responsibility of the students. IEMP can provide a visa support letter if requested by the student.

(4) The placement status of the student shall not be considered finalized before the university abroad sends an acceptance letter.

(5) Students who are selected to participate in exchange programs for a certain academic year cannot transfer this right to another academic year.

The Status of Students at KU


ARTICLE 11 —

(1) The list of students who have been placed to Erasmus+ and other exchange programs shall be sent to the Registrar's Office so that they can be considered on leave for the semester in question.

(2) The situation of research assistants who wish to participate in the program shall be evaluated according to relevant rules and regulations.

(3) Students who reside in dormitories shall apply to the dormitory management so that their dormitory rights can be reserved.

(4) The issue of continuing, freezing, or cancelling the scholarships of students who participate to the exchange program shall be at the discretion of the relevant person or unit providing the scholarship.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

Erasmus+ Agreement and Payment of Grants

ARTICLE 12 —

(1) Completing the mobility documents and processes before the exchange, the student and KU sign a grant contract between the KU and the student before going to exchange. This agreement shall finalize the participation of the student to the exchange program. The names of students who have signed grant agreements shall be communicated by the Office of International Programs to Financial Affairs. If, as a result of the mobility of the student, the grant amount should increase proportionally with the duration of stay, an additional grant agreement shall be signed between the student and KU.

(2) Grants shall be paid in the manner determined and announced for that year.

(3) Grant payments shall be made in two installments. Before the mobility, the student must submit the documents specified in the commitment document and must complete the first part of the online language examination before the first part of the grant payment can be made to the student.

(4) Students who complete the exchange programs and return, must, in compliance with the agreement, submit to the IEMP the grade report table from the university abroad along with the course changes they made in the university abroad, the signed Learning Agreement and the Course Equivalency Form, the Certificate of Attendance attesting time spent on the exchange program, and the Final Participation Form sent by the European Commission via Mobility Tool, and they must also complete the second part of the online language examination (OLS). The Erasmus+ the Certificate of Attendance Form which are proof of mobility, shall be cancelled, and repayment shall be requested for any grant payments made earlier.

(5) Grant payment requests communicated by IEMP shall be paid latest within 7 working days after they have been received by Financial Affairs.

Procedure for Making Courses Count

ARTICLE 13 —


(1) After taking the courses offered by the partner institution, the student must hand over the transcript to the faculty / institute to which he / she is affiliated with. If the transcript reaches OIP directly, OIP should also report it to the faculty / institute to which the student is affiliated with.

(2) Students participating in exchange programs are required to have their courses transferred to Koç University and it is the student's responsibility to carry out and complete the course transfer process with the relevant faculty/institute.

(3) Grading evaluation and conversion of the course to Koç University grading system is done by the faculty / institute that the course is connected to and sent to the faculty / institute to which the student is affiliated.

(4) It is sufficient for Double Major students to apply to the Dean's office/department/faculty/institution to which their major is affiliated.

(5) If there are documents to be taken as basis in the course counting process, these documents could be the Learning Agreement, the Course Equivalency Form and the transcript from the university abroad. The relevant academic units can request additional documents from students if they deem necessary. The course, credit and grade


 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

information to be transferred with the decision of the faculty/institute administrative board to which the student is affiliated is submitted to the Registrar's and Student Affairs Directorate.

- (6) The Council of Faculty/Graduate school is authorized to take decisions about the courses that are not specified in the Learning Agreement and Course Equivalency Form, if any.
- (7) Every student who is to go abroad through Erasmus+ must take 30 ECTS credits worth of course/thesis work /project (Equivalent to 15 KU credits total) even if all the courses to be taken at KU are completed, and in order for the grant amounts to be paid must successfully pass at least 20 ECTS credit of courses (2/3 of the total credits taken) and must transfer these along with their grades.
- (8) Students who go on exchange programs for one semester under bilateral agreement by receiving scholarships from the Office of International Programs must take the equivalent to 9 KU credits total course / thesis work / project.
- (9) If students who go on a summer exchange through the Office of International Programs want to transfer courses, they need to take at most 4 courses equivalent to a minimum to 3 KU and a maximum of 12 KU credits at the institution they go. The students have to discuss the course equivalency issue before the start of the mobility with the relevant office of the dean / office of graduate school.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

- (10) With the exception of Erasmus+ programs, if the grade point average of all courses taken in one semester through the Exchange program is below 2.00, all courses are transferred along with their grades whether they received a passing grade or not. If the grade point average of all courses taken in one semester through the Exchange program is above 2.00, at the end of the program, the student has the option to transfer all courses taken along with their grades or to transfer only the credits of all courses successfully completed. However, partial credit or partial grade transfer cannot be done. This rule concerning the programs except Erasmus+ is valid if the institutes don't have additional conditions.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

- (11) For undergraduate students, the number of courses or the total of equivalent credits to count at KU cannot exceed the limits indicated in the articles of the relevant regulation relating to course loads.
- (12) For doctorate students following the graduate or the undergraduate programs, at most two courses counted under exchange program (on condition that no undergraduate courses have been taken at the program KU where they are registered) can be made up of undergraduate level courses.
- (13) The total credit of all courses that will count in the exchange program cannot exceed 1/3 of the total credit of the program where the student is registered.
- (14) Courses taken in the university abroad shall appear in the explanations section of the grade report table along with their ECTS credits.
- (15) For students who have transferred to Koç University from another institution and participated to the student exchange program as Koç University students in the Fall 2014 semester and later, or for students who have taken Summer School course(s) through exchange programs in another university, those courses which they have taken in other universities with credits counted by Koç University shall also be included in the calculation of the Graduation Ranking. Course for which only credits were transferred do not have influence on the grade point average, however these are included into the grade point average that will be used in the calculation of the graduation. The following requirement has been unanimously accepted; in order to be included in the Graduation ranking and to earn Graduation Honor Distinctions, the students must have completed a minimum of 75 credits of course load taught at Koç University with passing grade.

Contribution Share, Tuition and Other Fees

ARTICLE 14 —

- (1) Students required to pay contribution / tuition who participate to the exchange program shall be required to pay contribution / tuition to their own universities abroad and shall not pay additional tuition to the university abroad.
- (2) Accommodation, transportation, health insurance and similar personal expenditures are the responsibility of the students.
- (3) Whatever amount other students of the partner university are required to pay for items such as insurance, residence permit, discount transportation card, course materials, use of laboratory products and various materials, a fee of the same amount can be requested.

SECTION THREE


Students Coming to KU through Exchange Programs

Application to KU

ARTICLE 15 — (1) Students who want to come to KU as exchange students shall acquire the application form from the Internet page of the Office of International Programs, complete it, and send it to IEMP before the application deadline.

The Sending of the Acceptance Letters

ARTICLE 16 —

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(1) After the application documents and Learning Agreement are received, the application of the student shall be evaluated by considering the exchange balance (ratio between incoming – outgoing student numbers) between the two universities, and the academic situation of the student.

(2) Acceptance letters shall be prepared and sent by IEMP to students who have been accepted.

Course Selection and Learning Agreement

ARTICLE 17 —

(1) The students who will come on an exchange program shall indicate the courses they will take through KUSIS.

(2) In case the courses are not opened changes, can be made on the courses indicated on the application form.

(3) Department/graduate school department exchange programs coordinators shall help students who come through exchange programs in their course selections.

(4) Those students who will come through Erasmus+ programs shall send their Learning Agreement to the IEMP.

(5) The expression appearing in the article of Koç University Regulation Undergraduate Teaching and Learning stating that withdrawal from a course can only be done for a single course every semester is not applicable for students who come to KU on an exchange program.

Notification of Students who Are to Come to KU on an Exchange Program

ARTICLE 18 —

(1) Along with the acceptance letter, informative briefs shall be sent to the students. These briefs shall cover visa procedures, the academic calendar, the orientation program, and similar information.

(2) IEMP shall provide advising on KU's internal administrative procedures to exchange students who come to the University.

(3) Students who come through the Erasmus+ ICM program shall submit required before and after mobility documents to Office of International Programs so they can receive their grants.

Orientation Program for Students who Come to KU on an Exchange Program

ARTICLE 19 —


(1) At the beginning of every semester, IEMP holds an orientation program for students.

(2) This program involves seminars, various social and cultural activities, introduction of the University, and trips for students.

(3) Department/graduate school department exchange programs coordinators provide advising to students who come on exchange programs to facilitate their orientation to the department or program.

Students who Complete their Exchange at KU

ARTICLE 20 —

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(1) Exchange programs students who complete their program at KU before they return to their countries submit their KU student identification cards and Exit Form to the IEMP.

(2) Students are refunded the deposits they paid to the dormitories.

(3) students who complete these procedures during the semester KU user and e-mail accounts, which they have used throughout are closed and their official grade report table is sent to the international offices of their own universities by IEMP.

SECTION FOUR

The Student Internship Mobility

Internship Mobility

ARTICLE 21 —

(1) Students who will apply to the Erasmus+ the student internship mobility program must have satisfied the requirements listed below:

a) The grade point average must be at least 2.20 for undergraduate students, and at least 2.50 for graduate students,
b) Students whose application to Erasmus+ Internship Program have been accepted must submit valid documentation of English language competency with minimum scores of TOEFL IBT 80, IELTS 6.5, KUEPE 60, TOEFL PBT 550 or Koç TOEFL 550. Master and PhD program students shall be allowed to submit as English language competency documents their GRE Verbal Reasoning scores with a minimum of 135, and GMAT Verbal Session scores with a minimum of 15.

c) The students must determine and contact the establishment or institution where they want to do their internship on their own,

d) Before the deadline, the students must have received an acceptance letter from establishment or institution where they want to do their internship.

e) Throughout their university education at every level (undergraduate, graduate, doctorate), as long as the amount allocated to the university is sufficient, the student can benefit from the Erasmus internship program with grants for up to 12 months. However, the education and internship mobility duration cannot exceed 12 months for the relevant education level. This duration is 24 months for KU Medical School students.


f) Minimum internship duration must cover the duration established in program rules for that year.

(2) Final year students can apply for internship mobility while they are still in student status, however, the internship activity must be completed within 12 months starting from the graduation date.

(3) Students require the approval of the department head or the graduate school department head on making the internship count towards mandatory internships, its duration, and similar issues.

(4) The applications shall be made under the guidance of the principles of established by the University Exchange Programs Selection Committee, considering the criteria announced before the application process and determined for that year.

(5) Before the student leaves, a grant agreement is signed between KU and the student. With this agreement, the participation of the student to the Erasmus internship mobility program is finalized.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(6) Grants shall be paid in the manner determined and announced for that year.

(7) Students who complete their internships and return shall apply to the IEMP with the required documents apply. Documents that shall form the basis of the internship activity are, the Academic Approval Form for internship or the Internship Agreement, participation documents, internship report and Certificate of Attendance Form attesting the time spent in the internship program. If the relevant units deem it necessary, additional documents could be requested.

(8) The internship can be made to count towards the program through the decision of the executive board of the college / graduate school, upon the proposal of the relevant department coordinator or graduate school department coordinator, also considering the Academic Approval Form for the internship. Undergraduate students who want the make the internship mobility count are expected to register for courses with codes 293, 393 and 493, while graduate students are expected to register for course with code 593 before the mobility is to start. Internship courses with codes ending in “3” denote 60-day internships, codes ending in “4” denote 80-day internships, while codes ending in “5” denote 100-day internships.

SECTION FIVE

Mobility of Personnel

Mobility for Teaching a Course and Mobility for Studying

ARTICLE 22 —

(1) There are two types of personnel mobility; mobility for teaching a course and mobility for studying.

(2) To benefit from the mobility for teaching a course under Erasmus+ or the bilateral exchange program, the requirements below must be satisfied:


- a) The personnel must be a full-time faculty member at KU.
- b) There must be inter-institutional agreement between KU and the foreign institution of higher learning where the mobility is to take place.
- c) The personnel must have answered the call for proposals sent to the departments by IEMP.
- d) There must be a “teaching program” accepted by KU and the institution abroad where the mobility is to take place.
- e) The minimum teaching hours determined by the Turkish National Agency for that year shall be achieved in the university abroad.

f) Other application documents requested by OIP for that year has to be provided within the application period.

(3) To benefit from the course taking mobility under Erasmus+ the requirements below must be satisfied:

- a) The applicant must be faculty member or administrative personnel employed at KU full or part time.
- b) The applicant must have answered the call sent to the departments and relevant administrative units by the IEMP a year in advance.
- c) The Work Plan Form must be approved between KU and the institution where the faculty member or administrative personnel is to go.
- d) The applicant must achieve the minimum mobility duration determined for that year.
- e) Other application documents requested by OIP for that year has to be provided within the application period.

(4) The mobility concerning studying abroad can take place in an institution of higher learning or in an establishment.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(5) Under personnel teaching mobility, it is also possible to invite personnel working in an established institution in one of the program countries, to teach students. Rules concerning the documents and the requirements are also valid for these personnel.

(6) Applications are made according to the principles established by that University Exchange Programs Selection Committee, in consideration of criteria announced before the application process and determined for that year.

(7) Personnel whose applications have been accepted are required to secure approval from the relevant unit administrator for the period that they will spend abroad.

(8) Before they leave, a grant agreement is signed between the personnel in question and KU. This agreement finalizes the participation of the personnel in question to the Erasmus personnel mobility program.

(9) Grants shall be paid in the manner determined and announced for that year.

(10) Personnel who complete their mobility period are required to submit to KU, the personnel mobility activity report form, the travel documents, and the duration confirmation form.

SECTION SIX

Sundry and Final Provisions

Exchange Programs Scholarship

ARTICLE 23 —

(1) Global Exchange Scholarship and/or Travel Support are gratuity scholarships given by the President to students in financial need who have earned the right to participate to exchange programs.


(2) Students who want to apply for Global Exchange Scholarship and/or Travel Support:

- a) They must satisfy the application conditions of the partner university they are applying.
- b) They must indicate their request through the application system during their Global exchange applications.
- c) They must submit document or information proving their financial situation as determined by the Scholarships Coordinator and announced on the relevant web site before the announced deadline.
- d) Their minimum grade point average should be between 2.80 and 4.00.

(3) Anatolian Scholarship Students are subject to the same application and selection process, but because they have already submitted the relevant documents to the Scholarships Coordinator, they do not need to re-submit any documents. The scholarships of these students shall be provided by the Office of Corporate Relations and Resource Development.

(4) For every application year, scholarship amounts are determined according to the budget allocated and number of applications.

(5) Students who earn the Global Exchange Scholarships are required to submit their Scholarship Commitment Letter, and all the before mobility documents to the Office of International Programs prior to their participation to the program.

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

(6) In case students who earn the right to a scholarship are refused by the partner University or cancel their mobility for any reason, their scholarship shall not transfer to the next application year and shall be cancelled.

(7) It is expected that students benefiting from the Global Exchange Program take a minimum of 9 credits equivalent of KU course credits in the partner institution and return with a minimum GPA of 2.50 out of 4.00. If the exchange period is finalized with an average lower than 2.5, the Global Exchange scholarship may be requested back from the student.

Early Final Examinations for Exchange Programs

ARTICLE 24 —

(1) The process of administrating Early Final Examinations for students who are going to an exchange or coming in for exchange is the responsibility of the Academic and Administrative Coordinators of the College and the Graduate School. The IEMP office shall inform the students coming for an exchange about the process during the orientation week and via the web and shall communicate the list of outgoing students to the relevant college and graduate schools.

Erasmus Program – Repayment

ARTICLE 25 —

(1) If students benefitting from an exchange program are not successful during their study abroad, the IEMP shall request repayment of part of or all of the grant provided.

(2) In case students do not submit their grade report table from their education abroad, their Participation Certificate, or their Final Report Form, the IEMP shall request the students to repay part of or all the grant provided.

(3) The faculty member or the administrative personnel does not submit their Certificate of Attendance and their Final Report Form certifying that they have taught courses or attended courses, the IEMP shall request repayment of part of or all the grant provided to the faculty member or administrative personnel.

Situations which Require the Cancellation of Participation to the Exchange Programs

ARTICLE 26 —


(1) The exchange programs of students selected for participation in Erasmus+ or in bilateral exchange programs or the exchange programs of students and personnel presently in an exchange can be cancelled through the decision of the Exchange Programs Selection Committee in situations listed below; in case of such cancellations, any Erasmus+ grants they received, GE scholarship and/or travel support must be refunded, and disciplinary action may be brought against them.

a) Committing actions at KU or in the partner university, which require punitive measures according to KU Regulation for Discipline.

b) Not responding in time to issues asked by the Office of International Programs, by relevant academic and administrative units without valid reason, not submitting requested documents in time.

c) Making allegations, which do not reflect reality, and which are defamatory in a manner that hurts the image of the institution.

Situations for which There Are No Provisions

 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURES	Date : 05.06.2020 Update Date : 09.07.2021 Update :03 Responsible Unit : UPO Pages : 1 / 16
---	--	---

ARTICLE 27 — (1) For situations concerning the Erasmus Program for which there are no provisions in these procedures, the provisions in the Erasmus Application Handbook prepared for every educational year by the European Union Centre for Education Youth Programs (Turkish National Agency) in accordance with relevant legislation shall apply, while other issues shall be handled according to the decisions of the executive board of the relevant unit.

Other Exchange Programs

ARTICLE 28 — (1) Independent from exchange programs and processes presented in these procedures, a student can study during one or more semesters in a university abroad as a “freemover.” In such situations, the student shall be responsible for following their own exchange semester process.

Validity

ARTICLE 29 — (1) These procedures shall go into effect for an indefinite period, starting from the date they are approved by the Koç University Academic Board. Any revisions to the procedures shall be presented to the Academic Board held once a year in the month of August.

Execution

ARTICLE 30 — (1) These procedures shall be executed by the President of Koç University.

Changes/Distributions/Approvals Chart

Date	Changes	Changed By
11.08.2017	New Publish	VPAA
05.06.2020	<p>Article 5 (8) "Exchange Programs and International Partnership Development Unit (EXPD) works under the International Programs Office (OIP)." has been changed as:</p> <p>"The International Training and Mobility Programs Unit (IEMP) works under the International Programs Office(OIP)."</p>	VPAA
15.01.2021	<p>Article 8 (1) The clauses 'These examination results shall be valid for two years following the examination dates' and 'YDS min 80' are removed and 'KUEPE 60 and TOEFL PBT 550' are added.</p>	UPO
15.01.2021	<p>Article 21.1.b 'Students must submit valid documentation of English language competency with minimum scores of TOEFL IBT 80, IELTS 6.5, KUEPE 60, TOEFL PBT 550 or Koç TOEFL 550.</p> <p>Master and PhD program students shall be allowed to submit as English language competency documents their GRE Verbal Reasoning scores with a minimum of 135 and GMAT Verbal Session scores with a minimum of 15.' is added.</p>	UPO

09.07.2021	Article 4 (d) “The Summer Exchange program refers to a short-term study taking place during the summer semester and arranged through bilateral agreements between Koç University and universities abroad, in which students takes a maximum of 3 courses without paying a tuition fee to the institution they are attending.” has been changed as: The Summer Exchange program refers to a short-term study taking place during the summer semester and arranged through bilateral agreements between Koç University and universities abroad, in which students takes courses without paying a tuition fee to the institution they are attending.	UPO
09.07.2021	Article 13 (2) “Grading evaluation and conversion of the course to Koç University grading system is done by the faculty / institute that the course is connected to and sent to the faculty / institute to which the student is affiliated.” has been changed as: “Students participating in exchange programs are required to have their courses transferred to Koç University and it is the student's responsibility to carry out and complete the course transfer process with the relevant faculty/institute.”	UPO
09.07.2021	Article 13 has been changed as: It is sufficient for Double Major students to apply to the Dean's office/department/faculty/institution to which their major is affiliated.	UPO
09.07.2021	Article 13 (5) “The course, credit and grade information to be transferred with the decision of the faculty/institute administrative board to which the student is affiliated is submitted to the Registrar's and Student Affairs Directorate.” is added.	UPO
09.07.2021	Article 13 (6) has been changed as: The Council of Faculty/Graduate school is authorized to take decisions about the courses that are not specified in the Learning Agreement and Course Equivalency Form, if any.	UPO

09.07.2021	Article 13 has been changed as: If students who go on a summer exchange through the Office of International Programs want to transfer courses, they need to take at most 4 courses equivalent to a minimum to 3 KU and a maximum of 12 KU credits at the institution they go. The students have to discuss the course equivalency issue before the start of the mobility with the relevant office of the dean / office of graduate school.	UPO
09.07.2021	Article 13 has been changed as:For students who have transferred to Koç University from another institution and participated to the student exchange program as Koç University students in the Fall 2014 semester and later, or for students who have taken Summer School course(s) through exchange programs in another university, those courses which they have taken in other universities with credits counted by Koç University shall also be included in the calculation of the Graduation Ranking.	UPO