KOÇ UNIVERSITY VIRTUAL EXCHANGE PROGRAM PROCEDURE

1. PURPOSE
The purpose of this procedure is to regulate the principles of the Koç University virtual exchange program.

2. SCOPE
The relevant procedure covers all students of the University, and all administrative and academic personnel responsible for the implementation of the procedure.

3. REFERENCES
None.

4. RESPONSIBLE PARTIES
4.1 The Office of International Programs (OIP) shall be responsible for preparing and updating this document.

4.2 The Office of International Programs (OIP), the relevant department Director and the staff are jointly responsible for ensuring the implementation of this document.

5. DEFINITIONS
Faculty Member: In this procedure document, the term faculty member shall cover all lecturers and instructors.

5.1 Virtual Exchange Program
This involves Koç University students and partner institution students attending the courses in their own institutions without physically leaving it, while also attending and completing courses of the host institution in a virtual environment.

6. BASIC PRINCIPLES
6.1. Koç University colleges or graduate schools shall determine the list of semester courses that partner institution students are to attend virtually, as well as the virtual enrollment quota per course, and submit this to the International Programs Office at least 2 months before the beginning of the semester.

6.2. The lists submitted by partner institutions for courses that Koç University students can attend virtually shall be reviewed by the relevant college/graduate school at least 2 months before the start of the semester to complete the preliminary course equivalence study, and the evaluations shall be communicated to the International Programs Office.

6.3. Koç University students can take virtual courses from one of the partner institutions or from several at the same time, but this must be implemented in accordance with YÖK rules (Students can attend a maximum of 40% of the courses they take online, and 50% of their curriculum must consist of non-transfer courses.)

6.4. A Koç University student can take courses equivalent to 30 KU credits (60 ECTS) under the virtual exchange program. If the credit total of the courses taken exceeds this limit, the grades/credits of these courses shall not be transferred to KU.

6.5. Koç University students can benefit from the virtual exchange program for more than one semester during their educational life at KU.

6.6. A student of a partner institution can enroll in more than one course offered by Koç University as part of the virtual exchange, and for more than one semester.

6.7. Students of partner institutions who take the courses offered by Koç University as part of the virtual exchange shall be offered the right to a virtual examination.

6.8. The college/graduate school offering the course shall exercise due care so that the success score of the courses offered by Koç University as part of the virtual exchange are not affected by issues such as participation, attendance, etc.

6.9. For courses offered by Koç University as part of virtual exchange, the faculty member in charge of the course shall plan and implement group work and ensure the inclusion of students who attend virtually.

7. METHOD

Applications to the Virtual Exchange Program for Koç University Students:

7.1 The OIP shall make the announcement for Koç University students to apply for virtual courses offered by partner institutions.

7.2 The applications of Koç University students to partner institution virtual courses offered in the Spring semester shall be received in December-January, and applications for partner institution virtual courses offered in the Fall semester shall be received in May-August.

7.3 Applications shall be received online by the OIP.

7.4 The application criteria shall be as follows:

    7.4.1 KU undergraduate students shall need a minimum GPA of 2.2, while graduate students shall need a minimum GPA of 2.5.

    7.4.2 Applicants need to have a document indicating their level of English proficiency and have the specified minimum score for the examination. (TOEFL IBT 80, IELTS 6.5, KUEPE 60, TOEFL PBT 550, Koç TOEFL 550. As a certificate of English language proficiency, Master's and Doctoral program students can submit a GRE Verbal Reasoning minimum score of 157, and GMAT Verbal Session score minimum of 35).

    7.4.3 An additional 10 points shall be provided to students who have not previously participated in Erasmus+ (KA131, KA171), Global Exchange, and Summer Exchange programs.

    7.4.4 Students with disabilities who submit supporting documents during the application, shall be provided with an additional 10 points.

    7.4.5 5 points shall be deducted from students who have previously participated in the virtual exchange program.

7.5 The application scores of the students shall be calculated based on 50% GPA+ 50% English proficiency exam result (100-point system).

7.6 Students shall be ranked according to their score and shall be determined as candidates for the virtual courses of their preferred institutions in their applications. The student lists shall be shared by the OIP with partner institutions for enrollment in the courses.

7.7 In order to track on KUSIS the virtual courses that KU students take in partner institutions, students shall plan their courses using the "course equivalence" form, as in exchange programs.

7.8 In order to track and distinguish through KUSIS those KU students who participate in this program, a system/code setup shall be introduced, as in exchange programs.

7.9 At the end of the semester, for grade/credit transfer students shall submit to their College or Graduate School, the transcripts showing the grades of the courses they took from the partner institutions, and they shall also submit a copy to OIP.

7.10 If the GPA of all courses taken in partner institutions as part of the program is below 2.00, all courses shall be transferred with their grades, whether or not they have a valid grade. If the GPA of all the courses taken in one semester as part of the virtual exchange program is over 2.00, upon request, at the end of the program, students can transfer all courses they have taken along with grades, or they can transfer only the credits of all courses. However, partial transfers of credits or grades cannot be made.

7.11 If they participate in this program, students who pay tuition fees at KU shall continue to pay their tuition fees to KU.

Application to the KU Virtual Exchange Program for Partner Institution Students:

7.12 Applications for the KU virtual exchange course catalog shared with partner institutions shall be received online by the OIP. Applications shall be managed in consideration of the quota criterion established for the courses.

7.13 The list of students whose applications have been accepted shall be communicated to the Registrar by the OIP, and the Registrar shall generate KUSIS user information for these students.

7.14 In order to track participating students through KUSIS, a system/code setup shall be introduced as is the case for exchange program participants.

7.15 During the course planning period, partner institution students shall add the courses they want to take to their schedule using KUSIS.

7.16 At the end of the semester, the OIP shall communicate the grade charts prepared by the Registrar to the students and their institutions.

8. ATTACHMENTS AND RECORDS
None.

9. REVISION
The responsibility for reviewing and updating this procedure rests with the Office of International Programs. The revision shall be carried out annually in accordance with the needs determined.

10. CHANGE/ DISTRIBUTION/ APPROVAL TABLE

Page changed	DATE	Change made	Change made by
2	December 14, 2021 December 13, 2022	New Publication Revision	Office of International Programs Office of International Programs

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