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1. AIM

This directive regulates the principles and operation of the activities that Koç University (KU) will carry out within the framework of international exchange programs (Erasmus+, Erasmus+ International Mobility, Global Exchange, Summer Exchange).

2. SCOPE

This directive covers the mobility process of the students, the academic and the administrative staff participating in the exchange programs; the duties and authorities of the relevant units and persons.

3. REFERENCES


- a. Koç University Undergraduate and Graduate Degree Teaching Regulations
- b. Koç University Graduate Education and Training Regulations
- c. Exchange programs make-up exam procedure
- d. This directive observes the principles set forth by the European Commission and the Turkish National Agency regarding the Erasmus+ program.

4. RESPONSIBILITIES

4.1. Erasmus Institutional Coordinator: Appointed by the Rector. Their duties are stated below.

- 4.1.1** Coordinates all issues related to Erasmus+ Exchange programs throughout the University.
- 4.1.2** Signs Erasmus+ Exchange program agreements and Learning/Mobility Agreement and Grant Agreement, acceptance letters of students coming to the University from abroad, learning agreements and consular visa letters of students going abroad.
- 4.1.3** It ensures that decisions are taken and carried out together with the University Exchange Programs Selection and Placement Commission.

4.2 Erasmus Faculty/Department Coordinator: The Erasmus Faculty/Department Coordinator is appointed from among the teaching staff by the relevant Dean/Director and the relevant assignment

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letter is notified to the OIP. Different department coordinators can be appointed for undergraduate and graduate programs. Erasmus Faculty/Department Coordinator performs the following duties:


- 4.2.1** Introduces international exchange programs in the relevant section and shares information about these programs;
- 4.2.2** Advises students who want to benefit from international exchange programs in their university and course selections;
- 4.2.3** Checks and signs the academic recognition documents of outgoing/incoming students who are entitled to participate in the international exchange program;
- 4.2.4** Makes suggestions for the decisions of the Faculty/Institute Administrative Board regarding the adaptation of the courses taken during the exchange period to the programs of the students returning from abroad;
- 4.2.5** It advises students coming from abroad through international exchange programs on course selection and other academic issues.

4.3 Erasmus Selection and Placement Commission: Exchange Programs Commission is appointed by the Rector.

- 4.3.1** Evaluates the students and staff applying for mobility within the scope of the Erasmus program in accordance with the Implementation Manual published by the National Agency, and takes decisions regarding the selection and grant allocation processes.
- 4.3.2** Takes decisions regarding the selection and placement of students applying to the Erasmus Selection and Placement Commission and the Global/Summer exchange programs.

4.4 International Programs Office: The OIP duties and responsibilities are as follows:

- 4.4.1** Carries out the administrative procedures of the students and staff who come to the University within the framework of international exchange programs and are selected to go to the guest partner institution.
- 4.4.2** Ensures the promotion of international exchange programs within the University. To this end, prepares materials, organizes meetings and updates its website.
- 4.4.3** Conducts correspondence with other higher education institutions; prepares, updates

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and records bilateral agreements in coordination with the relevant academic units.

4.4.4 Works in cooperation with academic and administrative units inside and outside the University in activities that fall within the scope of bilateral cooperation and exchange programs.

4.4.5 Carries out the necessary communication with the National Agency within the scope of the Erasmus Programme, and is responsible for following the program rules and fulfilling the obligations.

4.4.6 Is responsible for deciding, publishing and updating the calendar regarding the process of exchange programs.

4.4.7 Is responsible for communicating and coordinating developments and decisions regarding the exchange programs to Erasmus Faculty/Department Coordinators.

4.5 The OIP is responsible for establishing the procedure, tracking improvement and updating it.

4.6 The Rector is responsible for the implementation of this procedure.


5 DEFINITIONS

5.1 Erasmus Agreement: Agreements within the scope of the Erasmus+ framework program, signed with higher education institutions holding the 'Erasmus Charter for Higher Education' certificate issued by the European Commission, observing the rules determined by the National Agency that carries out the relevant programs of the European Commission in our country, and defining the mobility quotas and related conditions.

5.2 Bilateral Agreement: An agreement that defines the special conditions to be valid in mutual cooperation between institutions.


5.3 Summer Exchange: An agreement that defines the special conditions that will apply to the mutual cooperation between institutions for the realization of exchange programs during the summer semester.

5.4 Partner Institution: Institutions that Koç University collaborates with for international

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exchange.

- 5.5 Contract period:** The validation period for which the contract signed between the program coordinator and Koç University within the scope of Erasmus+ program.
- 5.6 Study Mobility:** An exchange program with the aim and obligation of taking courses.
- 5.7 Internship Mobility:** An exchange program carried out for internship, practice, research and similar extracurricular purposes in order to improve professional skills.
- 5.8 Training-Reception Mobility:** An exchange program to improve the professional skills of administrative or academic staff.
- 5.9 Training-Giving Mobility:** An exchange program of academic staff to provide training in a partner institution abroad.
- 5.10 Study Agreement:** Agreement, signed by the University Coordinator, the student him/herself, the Departmental Exchange Program Coordinator, the Erasmus Institution Coordinator and the Unit Exchange Program Coordinator or Exchange Program Coordinator of the university that the student participating in the exchange program will go to, which lists the courses to be taken, the credits of the courses, the equivalents of the courses taken abroad in the relevant unit of Koç University.
- 5.11 Mobility Agreement:** Agreement signed by the staff, Erasmus Institutional Coordinator and the Unit Exchange Program Coordinator or Exchange Program University Coordinator of the university which lists where the staff participating in the exchange program will go, the purpose and details of the activity to be carried out.
- 5.12 Grant Agreement:** The agreement signed between Koç University and the student/staff selected for Erasmus mobility, and which includes in its annexes the study/mobility agreement, general provisions, other conditions and the final report for the relevant student/staff.
- 5.13 Course Equivalency Form:** A form signed by the student him/herself and the Department Exchange Program Coordinator, showing the university that the student selected for exchange programs other than Erasmus+ programs will attend, the courses they will take,

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the credits of the courses, the equivalents of the courses taken abroad in the relevant unit of Koç University.

- 5.14 Incoming Student:** A student coming from a partner institution abroad to study at Koç University as part of exchange programs.
- 5.15 Outgoing Student:** Koç University student participating in exchange programs.
- 5.16 Incoming Staff:** Administrative/academic staff coming from an (partner) institution abroad to study/teach at Koç University as part of exchange programs.
- 5.17 Outgoing Staff:** Koç University academic/administrative staff participating in exchange programs.
- 5.18 Hybrid Mobility:** The type of program in which some part of the exchange programs take place virtually and some other parts take place face-to-face.
- 5.19 Virtual Mobility:** The type of program in which exchange programs are carried out entirely virtually.
- 5.20 Director:** Koç University Institute Directors
- 5.21 Erasmus Institutional Coordinator:** Koç University Institutional Coordinator
- 5.22 Erasmus Faculty & Department Coordinator:** Exchange Programs Coordinators of Koç University Academic Departments
- 5.23 UAC:** University Academic Council
- 5.24 AB:** Academic Board
- 5.25 SPC:** Selection and Placement Commission
- 5.26 National Agency (UA):** European Union Education and Youth Programs Center Presidency, National Agency of Turkey
- 5.27 ECHE:** Erasmus Charter for Higher Education
- 5.28 ECTS:** European Credit Transfer System
- 5.29 KUAPP:** An application used by Koç University International Programs Office to receive applications for mobility programs, to make placements and to track registrations, as well as to keep the partner institution information up-to-date.

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6 BASIC PRINCIPLES

- 6.1 It is a rule that the processes in the Exchange Programs Directive are to be carried out by the relevant unit, faculty/institute and persons.
- 6.2 The Exchange Programs Directive is the basis and it supports all the directives and procedures used in accordance with the legislation of all exchange programs carried out at the University.
- 6.3 This and other related directives are evaluated together as needed. Applications that are not included in the related directives are based on the methods included in the Exchange Programs Directive.
- 6.4 The time spent at the partner university within the framework of exchange programs is included in the student's total study period.
- 6.5 Among the students who carry out “study” mobility within the scope of all exchange programs, those who continue their education by paying tuition fees at Koç University, also give their best to Koç University for the period they participate in the exchange program. Students who continue their education at Koç University with a scholarship (KUDEB, Anatolian Scholarship Student) are exempt from Koç University tuition fees.
- 6.6 Students who wish to extend their education period at Koç University due to their participation in exchange programs are responsible for obtaining approval from the University Academic Council. Students who continue their education at Koç University with scholarships are responsible for submitting their requests to the University Academic Council if they have a request for an extension of their scholarship. Students who pay tuition fees to Koç University are obliged to pay the relevant tuition fee to Koç University in case their term extension requests are approved and during the period they participate in exchange program
- 6.7 Students who are granted scholarships by Koç University continue to receive their scholarship payments during the period they participate in the exchange program. This

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application is subject to change as the Koç University administration deems appropriate. The relevant administrative unit is responsible for making these payments, depending on the type of scholarship received by the student.


- 6.8** Students participating in the exchange program are exempt from the partner institution's tuition fee.
- 6.9** The following are conditions sufficient for updating the Directive:
 - 6.9.1** Major changes in the execution of programs,
 - 6.9.2** The introduction of new applications by the National Agency,
 - 6.9.3** Implementation of new types of programs,
 - 6.9.4** The OIP, Erasmus Institutional Coordinator, SPC, UAC, AB and all other situations required by the Rectorate.
- 6.10** All undefined matters regarding this directive are implemented with the approval of the UAC or, if necessary, the Academic Board.
- 6.11** Exchange Programs Directive and its updates are published on the intranet/internet.

7 METHOD


7.1 Outgoing Student Exchange Programs

7.1.1 General Principles:

7.1.1.1 In order to carry out the activities within the scope of the Erasmus+ KA131 study mobility under the Erasmus+ program, it is necessary to have a valid agreement signed between Koç University and higher education institutions abroad with ECHE. Within the scope of the Erasmus+ KA171 (study & internship) program, the partner institution is not required to have an ECHE. Inter-institutional agreement is not required for internship activities within the scope of the Erasmus+ program, but if the Erasmus+ KA131 internship activity will take place **at** a higher education institution in a country associated with the program, is required to have an ECHE.

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- 7.1.1.2** In order to realize the activities within the scope of Global and Summer Exchanges, there must be a valid bilateral agreement signed between Koç University and higher education institutions/research centers/educational institutes etc. abroad.
- 7.1.1.3** Erasmus+ mobility programs can take place in different types: face-to-face, mixed, virtual, long-term or short-term. The suitability of this is shared in the relevant application call, depending on the conditions determined by the partner institution and the rules determined by the OIP.
- 7.1.1.4** The OIP organizes regular information sessions for students every academic year and ensures that the Erasmus+ study/internship mobility program is announced within the University and participation is expanded. Information about the applications is communicated via OIP's website, University e-bulletin, OIP social media channel and e-mail announcements made to all students.
- 7.1.1.5** The OIP is responsible for conducting the necessary communication with partner institutions and determining the available quota information on an institutional basis before the Erasmus+ education application announcements.
- 7.1.1.6** Current quota information is updated by the OIP on the OIP website and on KUAPP before application announcements are made
- 7.1.1.7** Information about institutions that are/are not eligible for the Erasmus+ internship program is communicated to the students via the OIP website and application calls.
- 7.1.1.8** The Erasmus+ study/internship program application and evaluation calendar is shared with the University community at the beginning of each academic year via the OIP website and the University e-bulletin. In case of a change in the calendar, the OIP is responsible for making the necessary arrangements. Application requests received outside of the dates specified in this calendar will not be considered.

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7.1.1.9 Application announcements are made 20-30 days before the applications are open. Applications are received within 20-30 days. It is at the OIP's discretion to modify the application processes.

7.1.1.10 Erasmus grant/Global Exchange Scholarship is not guaranteed in the application calls that open after the first call and applications are only accepted for the Spring semester of the next academic year.

7.1.1.11 Minimum requirements for the application, what the application documents are, how and where they can be obtained, and the issues to be considered while uploading them to the application system are included in the application announcements. The student is responsible for uploading the required documents to the application system of the OIP within the announced application period and as stated in the application announcements.


7.1.1.12 Double major students apply by choosing only one of the programs they are enrolled in (main major or second major). In case they graduated from their main major, the double major students apply only from their second major.

7.1.1.13 Students cannot apply through the minor program.

7.1.1.14 Students who want to benefit from the Erasmus+ study/internship exchange program are obliged to follow the information messages sent by the OIP and the OIP website.

7.1.1.15 Students who freeze registration can apply to exchange programs during the period when registration is frozen. A student who has frozen his/her registration cannot carry out a learning mobility through the OIP during the registration period.

7.1.1.16 If the execution time of a student's disciplinary penalty coincides with the period in which he/she will participate in the exchange program, the relevant student cannot participate in the exchange program. The exchange period specified in previous applications and placement cannot be changed. The student can apply to

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the exchange program calls opened during the implementation of the disciplinary penalty.

7.1.1.17 Students can participate in exchange programs in their senior year, but they accept the possibility that this may delay their graduation.

7.1.1.18 Even if the student has course(s) from the previous semesters, he/she can apply if he/she meets the grade point average requirement. If students who have course(s) from the previous semesters cannot take the course(s) they failed abroad, they have to take these courses at KU after they return.

7.1.1.19 Doctoral students and post-doctoral researchers are obliged to get an approval for participation in the program from the Graduate School Director to which they are affiliated, and to obtain pre-invitation approval from the institution(s) they plan to attend.

7.1.1.20 Exchange programs cannot be used at the following stages of doctoral programs:

7.1.1.20.1 For doctoral students who have not taken the doctoral qualifying exam, in the last semester where it is required to take the doctoral qualifying exam;


7.1.1.20.2 In the last semester when a candidate has to defend his/her thesis proposal;

7.1.1.20.3 In the last semester of the maximum duration of the programme.

7.1.2 Mobility Durations


7.1.2.1 Erasmus+ Program (KA131 & KA171) Study/Internship Exchange

7.1.2.1.1 Erasmus+ study/internship mobility activity duration can be between 2 and 12 months (1, 2 or 3 in some countries' systems), valid for each education level (bachelor, master's, doctorate) separately. The total duration the exchange is maximum 24 months in programs in which two levels are combined (such as an integrated doctorate) and in higher education

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programs in which two levels are completed in a single level (such as medical education).

- 7.1.2.1.2** It is possible to carry out the study mobility along with the the Internship mobility (simultaneously or one after the other). This mobility program, which includes internships, can take at least 2 months and is granted through the study mobility.
- 7.1.2.1.3** In mixed mobility; There must also be a mandatory virtual component as an integral part of hybrid mobility. There are two different scenarios of mixed mobility, consisting of different durations of physical mobility:
- 7.1.2.1.3.1** With a long stay abroad - mixed mobility in which a minimum of 2 months of physical mobility abroad is complemented by virtual learning before or after the mobility (study or internship mobility in students).
- 7.1.2.1.3.2** With a short stay abroad - mixed mobility in which physical mobility participation abroad for a minimum of 5 days and a maximum of 30 days is complemented by virtual learning before or after the mobility.
- 7.1.2.1.4** In doctoral mobility, short-term physical activity is minimum 5 days and maximum 30 days. For long-term doctoral mobility, the minimum period is 2 months and the maximum period is 12 months. Long-term doctoral mobility may also include a complementary internship programme. Long-term doctoral mobility can be completed as a mixed mobility.
- 7.1.2.1.5** Students' activity periods are determined according to the activity start-end dates specified in the education/internship agreement or, if the document is prepared separately, in the participation certificates; normally, no additional documents are required from students. However, in cases where it is clearly known that the start-end date of the activity on the document does not include the actual dates, or that the student leaves

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the institution (city/country) where he/she is staying, excluding public holidays, that is, on the dates when the education or internship should continue under normal conditions, if it is determined that he/she has left the institution he/she is a guest for more than 7 (seven) calendar days (including the weekend) and that additional investigation has been deemed necessary and the student has been asked to continue without interruption, no grant payment shall be made for the total number of days left. If the payment has been done before, a refund of the payment made shall be requested.

7.1.2.1.6 In the event that the activity is interrupted due to force majeure, the activities for which the minimum period cannot be completed shall be accepted, provided that the force majeure can be documented, and a grant shall be given for the remaining time. The student is responsible for notifying the OIP before an event or situation becomes force majeure. Following this notification, the OIP submits the matter to the approval of the National Agency. Following approval, force majeure is deemed appropriate and the student may terminate the mobility activity.

7.1.2.1.7 If the student who has completed the student mobility program in the Fall term wishes to extend the exchange period to the Spring term, he /she must submit his/her request to the OIP within the Fall term, at the latest, by the end of October. The OIP evaluates the incoming requests collectively, taking into account the quota and the suitability of the Erasmus+ student mobility budget, and informs the students about the decision.

7.1.2.2 Global and Summer Exchange Programs

7.1.2.2.1 A student can participate in the Global and Summer Exchange programs more than once during his/her education at Koç University. However,

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article 7.1.6.1.7 of this directive should be taken into consideration.

- 7.1.2.2.2** The participation period in the Summer Exchange program can be of different lengths, taking place during the period that coincides with the Koç University Summer Term.
- 7.1.2.2.3** If the activity is interrupted due to force majeure, the student is responsible for informing the OIP first. Following the approval of the OIP, the student can terminate the mobility activity.
- 7.1.2.2.4** If the student who realizes the Global Exchange program in the Fall term wishes to extend the exchange period to the Spring term, he /she will submit his/her request to the OIP until the end of October at the latest within the Fall term in which he/ she is making the exchange. The OIP evaluates the incoming requests collectively, taking into account the quota and the availability of the Global Exchange Scholarship budget (if there is a scholarship request), and shall inform the students about the decision.

7.1.2.3 General Guidelines for All Programs


- 7.1.2.3.1** The decision to admit students to the mobility programs for 1 semester or 1 academic belongs to the OIP. This decision is announced to the students in the relevant application announcement.
- 7.1.2.3.2** The duration of the activity must be carried out without interruption. Term breaks (semester breaks) and public holidays are not considered as interruptions in study/internship mobility.
- 7.1.2.3.3** If the students return before the minimum period is completed, except for force majeure, the activity is deemed invalid, the grant/Global Exchange scholarship (if any) shall not be paid and/or the grant/scholarship refund shall be requested.

7.1.3 Application Conditions

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7.1.3.1 General Guidelines for All Programs

- 7.1.3.1.1** Students who will apply for exchange programs, excluding the summer education; undergraduate students must have completed at least two semesters of course credits, and graduate students must have completed at least one semester of education excluding the scientific preparation period. English Preparatory, first year undergraduate and scientific preparatory students cannot apply to exchange programs.
- 7.1.3.1.2** Graduate students who have not yet achieved a GPA at Koç University during the application period for exchange programs can apply with a transcript of their previous education (undergraduate or graduate). Grade point averages must meet the minimum application requirement of the relevant exchange program.
- 7.1.3.1.3** Likewise, for students who have transferred from another higher education institution through horizontal or vertical transfer and have not yet achieved a grade point average at Koç University, their grade point averages from the higher education institution they came from are taken into account.
- 7.1.3.1.4** The student must meet the other application conditions stipulated by the program he/she is enrolled in, if any.
- 7.1.3.1.5** The student is obliged to present a language proficiency document: TOEFL IBT 80, IELTS 6.5, KUEPE 60, TOEFL PBT 550 or Koç TOEFL 550 at the time of application. Masters and Doctoral students can also submit a minimum of 157 points on the GRE Verbal Reasoning section, 35 points on the GMAT Verbal Reasoning section as language proficiency. For native English speakers, the English proficiency level is calculated as TOEFL IBT 80 equivalent, even though they do not provide a different certification. Language documents with expired date are

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accepted in the application. If the institution students apply to requests a different English proficiency document within the scope of the application process, students are responsible for providing it on time. If the courses to be taken within the scope of the program are delivered in a language other than English, sufficient knowledge of the relevant language is required. If the partner institution requests a proof of this knowledge, the student is obliged to provide a proof of it.

7.1.3.2 Erasmus (Study/Internship) Programs

- 7.1.3.2.1** Undergraduate students must have a minimum GPA of 2.20/4.00 and graduate students a GPA of at least 2.50/4.00. GPA stated in transcripts is used for all students (major and double major) who apply.
- 7.1.3.2.2** It is the student's responsibility to provide documents for the selection criteria that are based on the National Agency Implementation Manual and to provide supporting documents for the selected program and project year, as specified by the OIP in the call for application.
- 7.1.3.2.3** Students can apply to the Erasmus+ internship program while they are in their final year and can participate in the exchange program within 12 months following their graduation.

7.1.3.3 Global and Summer Exchange Programs


- 7.1.3.3.1** Within the scope of the Global Exchange program, undergraduate students must have a minimum GPA of 2.50/4.00 and graduate students must have a minimum GPA of 3.00/4.00. GPA stated in transcripts is used for all students (major and double major) who apply.
- 7.1.3.3.2** Within the scope of the Summer Exchange program, undergraduate students must have a minimum GPA of 2.50/4.00 and graduate students must have a minimum GPA of 3.00/4.00. GPA stated in transcripts is used for all students (major and double major) who apply.

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7.1.4 Evaluation and Placement

7.1.4.1 General Guidelines for All Programs

- 7.1.4.1.1** In addition to the criteria specified in this directive, applications are evaluated considering the criteria determined for a specific year and announced before the application process.
- 7.1.4.1.2** Applications of students who apply within the announced deadlines and within the framework of the defined rules are evaluated.
- 7.1.4.1.3** The application documents of the students who have completed their applications are checked by the OIP collectively after the application period ends.
- 7.1.4.1.4** Evaluation and placement results are announced to applicants on OIP website, bulletin boards and via e-mail.
- 7.1.4.1.5** Students who accept to go to the university (study) or the institution (internship) they are placed in are obliged to sign the "Commitment Letter" document, which states the processes and obligations within the scope of the exchange program and submit it to the OIP by the date specified by the OIP. The mobility program of students who do not submit their commitment and do not make any notification until the end of the given period is automatically canceled and (-) minus points, at the rate determined by the OIP, are applied in to these students' next application to the relevant exchange program.
- 7.1.4.1.6** In the case that students admitted to the program do not reply to the OIP or cancel their exchange programs by the contract submission date, the candidates in the students in the waitlist, in accordance with the order of points, are offered admission into the program.
- 7.1.4.1.7** The student who is entitled to benefit from the exchange program must fulfill the minimum requirements specified in the application conditions

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prior to the date of nomination determined by the partnering institution. Otherwise, the partnering institution may not accept the student's application. The admission decision of the nominated student is made by the partnering institution based on evaluation.


- 7.1.4.1.8** The exchange rights of the the students cannot be transferred to the next academic year unless the University Academic Council or Academic Board decides otherwise due to national and international force majeure.

7.1.4.2 Erasmus+ Exchange Programs

- 7.1.4.2.1** Applications are calculated as 50% Grade Point Average + 50% English Proficiency Evaluation in accordance with the selection criteria in the National Agency Implementation Manual for the project year in which the applications are opened.
- 7.1.4.2.2** The selection of the students to the Erasmus+ Study program is made within the framework of the principles determined by the University Exchange Programs Selection and Placement Commission, taking into account the total points they have obtained according to the determined and announced criteria, the universities they prefer, the quota of the relevant universities and the amount of grant allocated to the University, if any.
- 7.1.4.2.3** The selection of the students to the Erasmus+ Internship program is made within the framework of the principles determined by the University Exchange Programs Selection and Placement Commission, taking into account the total points they have received according to the determined and announced criteria and the amount of grant allocated to the University, if any.

7.1.4.3 Global and Summer Exchange Programs

- 7.1.4.3.1** Applications within the scope of Global and Summer Exchange programs

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are calculated as 75% GPA + 25% English Proficiency test result. In addition to this calculation, it is evaluated considering the criteria (plus or minus point applications) determined for that year and announced before the application process, as well as the following additional criteria:

7.1.4.3.1.1 Students with disabilities are entitled to receive +10 points if they submit the relevant supporting documents in the application.

7.1.4.3.1.2 Children of martyrs and veterans are entitled to +15 points if they submit the relevant supporting documents in the application.

7.1.4.3.1.3 Students for whom protection, care or accommodation decision has been taken within the scope of Social Services Law No. 828 and Child Protection Law No. 5395 are entitled to receive +10 points if they submit the relevant supporting documents in the application.


7.1.5 Nomination and Application to Partner Institution

7.1.5.1 The student who has the right to benefit from the learning mobility and commits to benefit from this right is nominated by the OIP to the partner institution. In this process, it is the student's responsibility to deliver the necessary information and documents to the OIP in full and on time.

7.1.5.2 The student who undertakes to go to the partner institution is deemed to have benefited from the right to change in the education level.

7.1.5.3 A student who meets the requirements of the relevant inter-institutional partnership agreement of the university must also meet the additional requirements of the institution to which he/she is nominated.

7.1.5.4 A student who has been nominated by the university to a partner institution may be rejected by the partner institution. In such a case, the student may request that his/her application be re-evaluated for a different institution or that he/she be granted the right to re-apply without incurring any minus points in the next placement period, by petitioning the OIP. The petition is evaluated by the OIP

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and the final decision is made by the same.

7.1.5.5 The nominated student is obliged to prepare the documents required by the partner institution regarding the application, and to submit these documents to the partner institution in the required format and before the application date. In this process, OIP provides consultancy services to the student. Students who do not fulfill their application-related obligations may lose their right to participate in the exchange program.

7.1.5.6 A student selected for the Erasmus+ Internship program is responsible for delivering to the OIP the information and documents requested by the OIP in full and on time. The student is responsible for communicating with the institution from which he is accepted for the internship program and completing the processes requested by the institution.

7.1.5.7 Travel and visa procedures are the student's responsibility. The OIP can provide visa support letter if requested by the student.


7.1.5.8 In cases where the academic calendar of the contracted partner institution does not coincide with the academic calendar of the University, the relevant lecturer may give the end of semester exam to the exchange student who will go to the partner institution early. The conditions determining this situation are detailed in the excuse exam procedure of exchange programs.

7.1.6 Courses to be Taken and Adaptation of Those Courses

7.1.6.1 All Programs General Principles

7.1.6.1.1 At the end of the exchange period, students must transfer the courses in the transcript provided by the partner institution to the University.

7.1.6.1.2 The student is responsible for sending the student's transcript provided by the partner institution to the University's Faculty/Institute on time and following the course substitution processes.

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7.1.6.1.3 After receiving a copy of the transcript from the contracted institution at the end of the exchange period, the OIP delivers it to the student. If the student requests it, the OIP sends the transcript to the relevant Faculty/Institute.


7.1.6.1.4 The method of transferring the courses completed at the partner institution is listed below:

a) The student must register the courses he/she will take before the exchange period electronically in the Learning Agreement document and have it approved by the Academic Coordinator of the faculty/institute and the OIP before going to the exchange.

b) During the exchange period, student must have the courses included in the Learning Agreement be approved by the faculty/institute of the partner institution.


c) At the end of the exchange period, the student submits the Learning Agreement and the courses in the transcript from the partner institution to the faculty/institute for approval.

d) After completing the exchange period, the student obtains approval for the courses associated with his/her main faculty/institute from his/her own faculty based on the transcript provided by the partner institution. If the transcript includes courses taken within the scope of his/her double major program, the student applies to his/her main faculty to initiate the course transfer process after obtaining approval for those courses from the faculty of his/her double major program. Both the main faculty and the double major faculty's course approval processes are processed within the main faculty. If necessary, the main faculty may consult with the double major faculty.

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e) Adaptation of the courses completed at the contracted institution is carried out by the decision of the Faculty/Institute Administrative Board. The Faculty/Institute Administrative Board's decision is sent to the Registrar and Student Affairs Directorate.

- 7.1.6.1.5** Course adjustments are made without a separate application from the student who has completed the exchange program. Courses that are not approved within the scope of Study Agreement/Course Equivalency Form are not adapted.
- 7.1.6.1.6** For undergraduate students, the number of courses to be counted at Koç University or the sum of their equivalent credits cannot exceed the limits specified in the articles of the relevant regulation regarding the semester course load.
- 7.1.6.1.7** A maximum of two courses counted toward a certain degree within the scope of the exchange program of graduate and post-graduate doctoral program students (provided that they have not taken an undergraduate course in the program they are enrolled in at Koç University) can consist of undergraduate level courses.
- 7.1.6.1.8** The sum of the course credits to be counted towards a degree within the scope of the exchange program cannot be more than 1/3 of the total credit of the registered program.
- 7.1.6.1.9** For students who came to Koç University with a lateral transfer between institutions, who participated in a student exchange program in the 2014 Fall semester and students who took (a) Summer Semester course(s) at another university while being a student at Koç University, the courses they take at other universities, the grades of those whose credits are accepted by Koç University and which are counted towards the graduation of the student are also included in the Graduation Ranking

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calculation. Only the courses whose credits are transferred do not affect the GPA, but these are included in the GPA to be used for graduation ranking. In order to be included in the graduation rankings and to be entitled to the Graduation Honor Degrees, the condition that the students must have completed a course load of at least 75 credits given at Koç University with a passing grade was unanimously accepted.

7.1.6.2 Erasmus+ Exchange Programs (Study)

7.1.6.2.1 The courses that the placed student will take at the contracted institution are determined by filling out the Study Agreement before the exchange period. It is essential that the courses to be taken at partner institution are checked and approved by the Academic Department Coordinator. The Study Agreement, which is also approved by the Erasmus Institutional Coordinator, is finalized after the approval of the Erasmus Coordinator at the partner institution. It is the student's responsibility to follow this process and is responsible for informing the OIP about the final version of the Study Agreement.

7.1.6.2.2 The student is obliged to notify all the changes made in the course program in the contracted institution before the completion of the exchange period, to the persons specified in article 7.1.6.2.1 of this directive, to receive the new Study Agreement and approvals indicating the accepted changes before completing the exchange period, and to inform the OIP.

7.1.6.2.3 Students participating in the Erasmus+ program are required to take 30 ECTS credits in one semester. In justified cases, this credit number can be at least 20.

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7.1.6.2.4 For graduate and doctoral students who do not have a course load and who are in the thesis period, a study agreement can be arranged for a non-course workload of 30 ECTS in one academic term.

7.1.6.2.5 The original names and credits of the courses taken at the partner institution and included in the student's study agreement are to be included in the transcript and the Diploma Supplement, and that the student benefits from mobility within the scope of Erasmus+ is clearly stated in the footnotes. In addition, in the transcript and Diploma Supplement 6.1, it is clearly shown which courses are taken within the scope of Erasmus+ and in which higher education institution.

7.1.6.2.6 If the grade point average of all courses taken in a semester within the scope of Erasmus+ exchange (learning) programs is below 2.00, all courses are transferred with their grades regardless of whether they have a passing grade or not. If the grade point average of all the courses taken in a semester within the scope of Erasmus+ Exchange (learning) programs is above 2.00, the student can transfer all the courses he/she has taken with his/her grades or transfer only the credits of all successfully completed courses at the end of the program, upon his/her request. However, partial credit or grade transfer cannot be made.

7.1.6.3 Erasmus+ Exchange Programs (Internship)

7.1.6.3.1 The student selected for the Erasmus+ Internship program fills the Internship Agreement and is reviewed by and receives the approval of the Academic Department Coordinator. The Internship Agreement, signed by the Student and Academic Department Coordinator, is forwarded to the contracted institution by the student after it is signed by the Erasmus Institutional Coordinator, and a copy is sent to the OIP by the student after the students gets the document signed by the other party.

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7.1.6.3.2 The student is obliged to notify the persons specified in the article 7.1.6.3.1 of this directive about all the changes regarding the internship in the institution where the student attends, to receive the new Internship Agreement indicating the accepted changes as well as the approvals before completing the exchange period, and to convey this document to the OIP.


7.1.6.3.3 The internship course within the student's curriculum is recognized by the University in full (The original name and credit of the internship should be included in the transcript and the Diploma Supplement, the footnotes should clearly state that the student benefited from mobility within the scope of Erasmus+, and it should also be clearly indicated in which institution the internship took place in Diploma Supplement 6.1.) and, if possible, using ECTS credits.

7.1.6.3.4 In cases where the internship is not part of the curriculum, the University recognizes the internship by recording the internship abroad in the Diploma Supplement.

7.1.6.4 Global and Summer Exchange Programs


7.1.6.4.1 The courses that the placed student will take at the contracted institution are determined by filling out the Course Equivalency Form before the exchange period and these are signed and approved by the Academic Department Coordinator. A copy of the Course Equivalency Form signed by the Student and Academic Department Coordinator is delivered to the OIP by the student.

7.1.6.4.2 The student is obliged to notify the persons specified in the article 7.1.6.4.1 of this directive about all the changes in the course plan, to receive the new Course Equivalency Agreement indicating the accepted

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changes as well as the approvals before completing the exchange period, and to convey this document to the OIP.

- 7.1.6.4.3** Students participating in the exchange program within the scope of the Global Exchange program are obliged to carry out a course / thesis work / project corresponding to a total of minimum of 9 Koç University credits in the partner institution.
- 7.1.6.4.4** Students participating in the exchange program by receiving a “Global Exchange Scholarship” within the scope of the Global Exchange program are obliged to carry out a course / thesis work / project, which is equivalent to a total of 15 Koç University credits, in the partner institution.
- 7.1.6.4.5** Within the scope of the Global Exchange program, a Course Equivalency Form can be prepared for graduate and doctoral students who do not have a course load and who are in the thesis period, based on a workload of minimum of 9 Koç University credits in one academic term.
- 7.1.6.4.6** Exchange students in the summer semester can take courses at the partner institution equivalent to at least 3 and maximum of 12 Koç University credits. The adjustment of the courses taken in the summer term will be made in line with the "Transfer of Courses Completed in the Summer Term Directive".
- 7.1.6.4.7** If the grade point average of all courses taken in a semester within the scope of Global or Summer Exchange programs is below 2.00, all courses are transferred with their grades regardless of whether they have a passing grade or not. If the grade point average of all courses taken in a semester within the scope of Global or Summer Exchange programs is above 2.00, the student can transfer all the courses he/she has taken at the end of the program with his/her grades or transfer only the credits of all successfully

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completed courses at the end of the program. However, partial credit or grade transfer cannot be made.

7.1.6.4.8 Courses taken from the partner institution within the scope of Global Exchange and Summer Exchange programs are included in the Diploma Supplement of the student with the name of the partner institution and exchange program.


7.1.7 Student Responsibilities

7.1.7.1 Students are obliged to complete the documents and processes on time and completely before, during and after the mobility requested following the announcement of the selection results by the OIP.

7.1.7.2 It is obligatory for students to attend the Orientation Program organized by the OIP before the exchange program, and students who do not attend the orientation without stating a force majeure specific to the Erasmus+ program, get minus (-) points in their next Erasmus+ program applications according to the National Agency instructions.


7.1.7.3 The student, who is placed in any university with the exchange program and is entitled to attend this university, is responsible for obtaining all kinds of information about the academic calendar of the unit in the university, the language of instruction, the curriculum, the dormitory facilities and fees, the country and city of residence, the monthly average expenses and transportation.

7.1.7.4 In cases where the student does not complete the processes during or after the exchange program or does not submit documents he/she is responsible for submitting, he/she will be subject to minus (-) points in terms of grant/Global Exchange Scholarship deductions/returns and/or future exchange programs applications. Current conditions regarding this is made on the OIP website, in the announcements made by the OIP, and the grant agreement/commitment signed between the student and Koç University.

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7.1.8 Grant Distribution, Grant Agreement and Payment of Grant

- 7.1.8.1** The maximum grant period and allocation method that the University will give to students for that year as well as the monthly grant, which vary according to the countries, determined by the National Agency is announced in the application announcement published by the OIP.
- 7.1.8.2** Grants are paid in the manner and rate determined and announced for that year.
- 7.1.8.3** Grant distribution to students selected within the scope of Erasmus+ study/internship program is made in line with the suitability of the budget allocated to the University by the National Agency. Grant distribution is made according to the score ranking in the Selection and Placement list. In cases where the Erasmus+ budget is insufficient, it is possible that a group of students in the Selection and Placement list cannot be given a grant.
- 7.1.8.4** The students selected in the first call for application are given priority in the allocation of grants. In case there is more than one call for applications and Erasmus+ resources are insufficient, the OIP may open a call for “Non-Grant” applications. OIP may decide and announce whether the calls will be on a “Grant” or “Non-Grant” basis in line with the information received from the National Agency before the call or after the selection results are announced.
- 7.1.8.5** A grant agreement is signed between the student who has completed the pre-exchange mobility documents and processes and Koc University before the exchange. This agreement determines the amount of grant support that the student will receive and the obligations of the parties. With this agreement, it is certain that the student will participate in the exchange program. Following the signing of the grant agreement by the student and the Erasmus Institutional Coordinator, the payment order is sent to the Budget and Reporting Directorate by the OIP within 30 days. Subsequently, the necessary processes for payment are initiated by the Budget and Reporting Directorate.

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7.1.8.6 When calculating the grant to be allocated to the student, the OIP takes the Erasmus Exchange period of the student, the maximum grant support to be allocated by the University, and the amount of grant determined by National Agency on a country by country basis. If the actual Erasmus Exchange period is shorter than the foreseen period, the grant is recalculated according to the actual duration. Grants are paid as calculated. On the other hand, if the amount of grant increases in proportion to the period of stay of the students at the end of their mobility, an additional grant agreement is signed between the student and the University.

7.1.8.7 Grant payments are made in Euros in two installments, 70% before the mobility and 30% after the mobility. The student's ability to receive the determined grant payment installments depends on the fulfillment of his/her obligations before and after the mobility. These obligations can be found in the letter of commitment, grant agreement, the OIP announcements and on the OIP website.

7.1.8.8 Students who have been selected for the Erasmus Exchange but have not received any grant support can participate in the Erasmus Exchange, provided that they sign the grant agreement that includes their obligations and the information that they will have no grants allocated.

7.1.8.9 In case the University finds additional resources, it may be decided to provide grant to students who have started the exchange period without a grant. While making this decision, the provisions of National Agency's Implementation Manual for the relevant year, the number of calls (the first call is always prioritized) and the ranking score of the students are taken into account.

7.1.8.10 A student with a “grant” who wants to extend the exchange period can only extend the period as a student with “grant”. If the university does not have sufficient grants, the student's request for a term extension is rejected by the OIP. “Non-grant/zero grant” students who want to extend their exchange period can

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only extend their period as “Non-grant /zero grant” student.

7.1.9 Global Exchange Scholarship Application, Distribution and Scholarship Payment

7.1.9.1 Global Exchange Scholarships are gratuitous scholarships given by the University to students in need who are eligible to attend exchange programs.

7.1.9.2 The opening of Global Exchange Scholarship applications depends on the availability of resources and may not be offered for every Global Exchange Program application or every academic year. The decision is at the initiative of the University administration.

7.1.9.3 Students selected in the first call for applications are given priority in the distribution of scholarships. If there is more than one call for applications and Global Exchange Scholarship resources are insufficient, the OIP may open a “No Scholarship” call for applications. The OIP may decide and announce whether the calls will be “With Scholarship” or “Without Scholarship” before the call or after the selection results are announced.

7.1.9.4 Students wishing to apply for a Global Exchange Scholarship:

7.1.9.4.1 Are responsible for meeting the application conditions of the OIP as well as the constions of the partnering university they applied for.


7.1.9.4.2 Must be an undergraduate student.

7.1.9.4.3 Are obliged to fill in the "Global Exchange Scholarship" application form published by the Scholarships Coordinatorship and the Global Exchange Program applications simultaneously and to provide the supporting documents until the specified date.

7.1.9.4.4 Must have a minimum grade point average of 2.8/4.00.


7.1.9.4.5 Students in the following group are not eligible to apply for the Global Exchange Scholarship:

7.1.9.4.5.1 Students who have benefited from Global Exchange Scholarship in previous periods;

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7.1.9.4.5.2 MA and PhD students.

- 7.1.9.5** Students on Anatolian Scholarship are subject to the same application and selection process and conditions, and since they have already submitted the relevant documents to the Scholarships Coordinator, they do not need to submit supporting documents again. If the applications of the students in this group are found positive, the scholarship is provided by the Institutional Relations and Resource Development Directorate, depending on the availability of the relevant resources.
- 7.1.9.6** Scholarship amounts are determined according to the budget allocated and the number of applications in each application year.
- 7.1.9.7** Application evaluation of students applying for a scholarship is carried out by the Dean of Students and the Scholarships Coordinator, taking into account criteria such as the student's success status, financial need, whether or not there are different sources of income, and the approach of institutional affiliation. The list of students who are eligible for a scholarship and the amount of scholarships are sent to the OIP by the Scholarships Coordinator.
- 7.1.9.8** Students who are entitled to receive a scholarship are informed by the OIP, and if they accept, they are expected to fill out and sign the “Global Exchange Scholarship Commitment Letter” and submit it to the OIP by the date specified by the OIP. Scholarships of students who do not perform these steps will be cancelled.
- 7.1.9.9** The scholarship amount allocated for one academic year cannot be transferred to another academic year.
- 7.1.9.10** If the application of the student who is entitled to receive a scholarship is rejected by the partner university or cancels his/her mobility for any reason, the scholarship cannot be transferred to the next academic year and will be cancelled.

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7.1.9.11 The student who is entitled to receive a scholarship sends a petition to the Scholarships Coordinatorship with a petition regarding the continuity of the scholarship, in case the exchange period changes or the institution to which he/she will go changes. If the decision is positive, the amount of the scholarship can be revised, reduced or increased depending on the availability of resources, depending on the institution/country to be visited.


7.1.9.12 Students who complete their pre-exchange mobility documents and processes are entitled to receive Global Exchange Scholarship payments. The scholarship amount is paid in one installment. The names of the students, the amount of scholarship they are entitled to receive, and their account information are reported to the Budget and Reporting Directorate by the OIP. For those who are on the Anatolian Scholarship Program and who are entitled to receive scholarships and complete their pre-mobility processes, the necessary information is forwarded to the Institutional Relations and Resource Development Directorate by the OIP, and the Institutional Relations and Fundraising Directorate sends the payment orders to the Accounting and Finance Directorate.

7.1.9.13 In case the University finds additional resources, it may be decided to provide grant to the students who started the exchange period without a scholarship, or to increase the scholarship amount of the students who are entitled to receive a scholarship. The decision is at the initiative of the University administration.

7.1.10 Financial Liabilities

7.1.10.1 Students fulfill their financial obligations to the University for the time they spend in the exchange program, and they do not pay tuition fees to the partner institution.

7.1.10.2 Accommodation, transportation, health insurance and similar personal expenses are the students' responsibility.

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7.1.10.3 The host institution may request fees for the use of various materials such as insurance, residence permit, discounted transportation card, course materials, use of laboratory products.

7.1.10.4 In the case of Erasmus programs, if the student does not meet the conditions specified in the Grant Agreement signed between the OIP, the University and the student, or if the mobility is interrupted without a force majeure reason, the university has the right to request the student to repay some or all of the grant and the student is obliged to meet this request. The reason and amount of the refund are notified to the student by the OIP by e-mail. The student is obliged to make the refund and deliver the receipt to the OIP within 30 working days after the notification.

7.1.10.5 Students on the Global Exchange Program Scholarship are expected to take courses equivalent to 15 Koç University credits at the partner institution and return with a minimum GPA of 2.5/4.0. If the exchange period ends with a grade point average of less than 2.5/4.00, the Global Exchange Scholarship can be requested back from the student.

7.2 Outgoing Academic/Administrative Staff Procedures within the Scope of Exchange Programs


7.2.1 General Principles and Application Procedures

7.2.1.1 Staff mobility includes two types of mobility: teaching and training mobility.

7.2.1.2 In order to benefit from teaching mobility within the scope of Erasmus+ (KA131 & KA171) or bilateral exchange program, the following prerequisites must be met:

7.2.1.2.1 Being a full-time lecturer at the University;

7.2.1.2.2 In the case of the Erasmus+ KA131 program, there is an inter-institutional agreement between a higher education institution holding an ECHE and Koç University in one of the countries associated with the program;

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7.2.1.2.3 In the case of the Erasmus+ KA171 program, mobility can take place in one of the countries and institutions where Koç University receives a mobility grant within the scope of the relevant project, and an inter-institutional agreement is required.

7.2.1.3 In order to benefit from the mobility to study within the scope of Erasmus+ (KA131 & KA171) or bilateral exchange program, the following prerequisites must be met:

7.2.1.3.1 Being a full or part-time faculty or administrative staff at Koç University;


7.2.1.3.2 It is not necessary to have an inter-institutional agreement for the training mobility to take place;

7.2.1.3.3 Specific to the Erasmus+ KA131 program, training mobility can be carried out through on-the-job training, observation processes, staff training, etc. in a higher education institution or an enterprise abroad;

7.2.1.3.4 Specific to the Erasmus+ KA171 program, educational mobility can only take place in one of the countries and institutions where Koç University receives a mobility grant within the scope of the relevant project, and there is no requirement for an inter-institutional agreement.


7.2.1.4 Within the scope of the Erasmus+ program, there is no tenure requirement for the staff employed at the University. Staff who have a contract with Koç University can benefit from the mobility program. Staff whose tenure is in a different institution and who are working at Koç University on a contractual basis need to apply for mobility as staff of Koç University where they actually work, not where they hold a tenure position. Since there is no contract between the staff employed in Koç University and the service procurement, persons working at Koç University as part of service procurement cannot benefit from staff mobility.

7.2.1.5 Within the scope of staff teaching mobility, you can work in an enterprise, training center, research center, university, etc., located in one of the program countries. It is also possible to invite working staff to Koç University to teach students. The


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rules regarding documents and obligations are also valid for these staff. Priority is always given to Koç University staff in grant distribution. In case of not receiving enough applications from Koç University faculty members within the scope of training mobility, the relevant budget is shifted to "Getting Training" mobility. If there are not enough applications in this category, the relevant budget can be transferred to the “training” mobility activities in Koç University, where the staff working in an establishment located in one of the program countries will participate.

- 7.2.1.6** Academic staff can apply for Erasmus+ training mobility, but administrative staff is prioritized in the training activity.
- 7.2.1.7** Within the scope of the Erasmus+ KA131 program, academic staff mobility can be realized by combining the teaching activity with the training activity. This combination is considered as a teaching activity as a whole.
- 7.2.1.8** Within the scope of the Erasmus+ KA131 program, mobility can take place in different types, either face-to-face or mixed. The suitability of this is shared in the relevant application call, depending on the conditions determined by the partner institution and the rules determined by the OIP.
- 7.2.1.9** The OIP organizes regular introductory meetings for the staff every academic year and ensures that Erasmus+ staff training & training mobility programs are announced within the University and participation is widespread. Information about applications is communicated via the OIP's website, University e-bulletin, the OIP social media channel and e-mail announcements to all staff.
- 7.2.1.10** The OIP is responsible for conducting the necessary interviews with partner institutions and determining the vacant quota information on the basis of the institution before the announcement of staff training and training within the scope of the Erasmus+ KA171 program.


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- 7.2.1.11** The current quota information for Erasmus+ programs is updated by the OIP on the OIP website before the application announcements and on the KUAPP before the applications are open.
- 7.2.1.12** The application and evaluation calendar of Erasmus+ staff training-giving and training-reception programs is shared with the University community at the beginning of each academic year via the OIP website and the University e-bulletin. In case of a change in the calendar, The OIP is responsible for making the necessary arrangements. Application requests received outside of the dates specified in this calendar will not be considered.
- 7.2.1.13** Within the scope of the Global Exchange program, the OIP does not open an application call for training and training staff. The list of partner institutions that accept academic staff exchange is updated on the OIP website and shared with the staff. An applicant determines the institution he/she wants to apply and contacts the partner institution directly.
- 7.2.1.14** Application announcements are made 20-30 days before the applications are open. Applications continue to be received for 20-30 days. It is at the OIP's discretion to modify this application.
- 7.2.1.15** Following the first calls, if there are vacant quotas as a result of staff placements and/or if there are available resources in the budgets of Erasmus+ staff training reception and training-giving, a new application calendar is determined and announced to the staff.
- 7.2.1.16** The staff submits the required documents for the application to the OIP within the announced application period and as specified in the application announcements.
- 7.2.1.17** Students who want to benefit from Erasmus+ exchange programs for staff training-giving and training-reception are obliged to follow the information messages sent by the OIP and the OIP website.

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7.2.2 Mobility Times

- 7.2.2.1** The duration of Erasmus+ KA131 staff training and training mobility is a minimum of 2 consecutive days and a maximum of 2 months, excluding travel.
- 7.2.2.2** The duration of Erasmus+ KA171 staff training and training mobility is a minimum of 5 consecutive days and a maximum of 2 months, excluding travel.
- 7.2.2.3** Erasmus+ KA131 staff training and training mobility can be carried out in combination. In mixed mobility, the duration should include a minimum of 2 days of face-to-face mobility, excluding travel days, and a maximum of 2 months of virtual mobility.
- 7.2.2.4** If the staff working in an establishment located in one of the program countries or in the establishments complying with the program rules are invited to teach students at KU, the mobility period is at least 1 day, excluding travel days, and there is no minimum class hour application.
- 7.2.2.5** In staff teaching mobility, if the participation certificate shows that the beneficiary has been operating for less than 2 days for the Erasmus+ KA131 program, less than 5 days for the Erasmus+ KA171 program and/or has given fewer hours of lectures than is required, except for force majeure, the activity is deemed invalid and the beneficiary is not given any grant payment.
- 7.2.2.6** In staff training mobility, in cases where the beneficiary's participation certificate shows that he has been operating for less than 2 days for Erasmus+ KA131 program and less than 5 days for Erasmus+ KA171 program, except for force majeure, the activity is considered invalid and no grant payment is made to the beneficiary.
- 7.2.2.7** Provided that the force majeure can be documented, the activities for which the minimum period cannot be completed are accepted; Grant is given for the time spent and travel expenses are paid according to the distance calculator. Before an event or situation can be considered a force majeure, the staff should inform the OIP. Then the OIP, based on the approval of the National Agency, accepts the force

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majeure.

7.2.2.8 The OIP decides for how long the mobility grant will be given to the applicant and selected staff, taking into account the appropriateness of the relevant project budgets for the mobility of Erasmus+ staff to provide and receive training. It announces this decision in the application announcement or the announcement of selection results.

7.2.2.9 Mobilities to be performed within the scope of Erasmus+ programs must be completed before the end of the relevant project period. Staff who must change their mobility date must first get approval from the OIP. No grant payment is made for the mobility performed after the relevant project period.

7.2.3 Application Conditions

7.2.3.1 The OIP announces to the staff the program type and the application criteria required and recommended in the National Agency Implementation Manual for the relevant project year along with the application call.


7.2.3.2 Applications are made within the framework of the principles determined by the Selection and Placement Commission, taking into account the criteria announced before the application process and determined for that year, and the application documents are evaluated by the OIP.

7.2.3.3 It is the staff's responsibility to meet the selection criteria and provide supporting documents based on the National Agency Implementation Manual for the selected program and project year, as specified by the OIP in the call for applications.

7.2.3.4 Staff is obliged to inform its manager about the application and to obtain approval if necessary.

7.2.3.5 Information about the applications is announced on the web pages of the OIP and the University, through the University e-bulletin and e-mails sent to all staff.

7.2.3.6 Documents required for the application are delivered to the OIP by the staff, as specified in the announcement within the announced application period.

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7.2.3.7 Requests received outside the application dates specified in the announcements will not be evaluated.

7.2.4 Evaluation and Selection

7.2.4.1 The OIP reviews the documents submitted by the staff in the application as well as fulfillment of requirements.

7.2.4.2 Evaluations are made by the Selection and Placement Commission within the framework of the rules, which are announced by the relevant executive unit of the National Agency and the European Commission, and the principles, which are determined by the Selection and Placement Commission and announced in the call for applications.


7.2.4.3 Applications made with missing and invalid documents at the end of the application period are considered invalid and are not included in the evaluation.

7.2.4.4 As a result of the evaluation made by the Selection and Placement Commission, the Election List is announced to the applicant staff via e-mail and via the OIP website.

7.2.4.5 The staff whose application has been accepted is obliged to follow the necessary procedures at the University in order to notify the time they are going to spend abroad and get approval.

7.2.4.6 Staff whose applications are accepted and who are included in the main selection list are obliged to sign the letter of commitment confirming their participation in the program and submit the letter to the OIP by the specified date. The program of the staff who does not submit their commitment letter and does not make any notification until the end of the given period is automatically canceled and minus (-) points are applied at the rate determined by the OIP in their next application to the relevant exchange program.

7.2.4.7 After the delivery of the commitment letter, if the applicant staff submits a cancellation request for a reason other than a force majeure prior to the beginning of the mobility, minus (-) points are applied to their next Erasmus+ program

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application.

7.2.4.8 If the staff admitted to the program declares that they will not participate in the program, the staff on the waiting list are placed in the quota opened, taking into account the ranking of points.

7.2.4.9 If there are vacant quotas after the staff selection, a new application and evaluation calendar can be determined for the vacant quotas. This calendar is announced to the staff by the OIP.


7.2.5 Identification of Host Institutions and Nomination of Partner institutions

7.2.5.1 Staff applying within the scope of the Erasmus+ KA131 program are obliged to determine the host country/institution before the program application and to receive an invitation letter.

7.2.5.2 Staff applying within the scope of the Erasmus+ KA171 program make a preference order in their application, taking into account the institutions in the application announcement. Following the evaluation process, staff is nominated by the OIP to the institution where the staff is placed and the OIP maintains communication with the staff until the department/person to host the staff is determined.

7.2.5.3 If the staff wants to change the institution/country in their application within the scope of the Erasmus+ KA131 program, the staff can change it with another country in the same grant category. Before any change can be made, staff must obtain the opinion and approval of the OIP. Determining the new institution is the responsibility of the staff. Staff is obliged to rearrange the documents submitted in the application specific to the new destination institution/country and submit them to the OIP prior to the beginning of the mobility.

7.2.5.4 Within the scope of the Erasmus+ KA171 program, changing the original institution where the staff is placed can only take place if the institution states that it cannot host the staff. In this case, the staff can be placed in one of the institutions

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that are included in the staff preferences and that have open quotas. Mobility is canceled for placements that cannot be made due to the lack of open quota in other preferences or the expiration of the relevant project period. Minus (-) points are not applied to the staff in their next Erasmus+ program applications.

7.2.6 Staff's Responsibilities

- 7.2.6.1** Staff is obliged to complete in a timely and complete manner the documents and processes before, during and after the mobility as requested following the announcement of the selection results by the OIP.
- 7.2.6.2** Staff is responsible for the travel organizations, visa arrangements, etc. within the scope of the mobility.
- 7.2.6.3** Staff, who does not submit requested documents responsible to the OIP after the exchange program or fails to complete the processes, is subject to grant deduction/return and/or minus (-) points for future Erasmus+ program applications. Current conditions regarding this are posted on the OIP website and included in the grant agreement signed between staff and Koç University.
- 7.2.6.4** In case of staff teaching mobility, if the participation certificate shows that the beneficiary has been operating for less than 2 days for the Erasmus+ KA131 program, less than 5 days for the Erasmus+ KA171 program and/or has given fewer hours of lectures than is required, except for force majeure, the mobility is deemed invalid and the beneficiary is not given any grant payment.
- 7.2.6.5** In staff training mobility, in cases where the beneficiary's participation certificate shows that the beneficiary has been operating for less than 2 days for Erasmus+ KA131 program and less than 5 days for Erasmus+ KA171 program, except for force majeure, the activity is considered invalid and no grant payment is made to the beneficiary.


7.2.7 Grant Distribution, Grant Agreement and Grant Payment Processes

- 7.2.7.1** The distribution of grants to the staff selected within the scope of Erasmus+

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education and training programs is made in line with the suitability of the budget allocated to the University by National Agency. Grant distribution is made according to the score ranking in the Selection and Placement list. In cases where the Erasmus+ budget is insufficient, it is possible that a group of/all staff in the Selection and Placement list cannot be granted a grant or a partial grant can be given.

- 7.2.7.2** The staff selected in the first call for application are given priority in the distribution of grants. In case there is more than one call for applications and Erasmus+ resources are insufficient, the OIP may open a call for “non-Grant” applications. OIP may decide and announce whether the calls will be with “Grant” or without “Grant” in line with the information received from the National Agency before the call or after the selection results are announced.
- 7.2.7.3** A grant contract is signed between the staff, who complete the pre-exchange mobility documents and processes, and Koc University, before the staff leaves for the mobility. This contract determines the amount of grant support to be received by the staff and the obligations of the parties. With this contract, it is finalized that the staff will participate in the exchange program. The names and account information of the staff who signed the grant contract are reported to the Budget and Reporting Directorate by the OIP.
- 7.2.7.4** In the application announcement published by the OIP, the number of quotas that the University will allocate to the staff for that year, the maximum grant support period and the allocation method, as well as the monthly grant amounts that are determined by the National Agency and that vary according to different countries are announced.
- 7.2.7.5** When calculating grants to be allocated to staff, the OIP considers the Erasmus+ Exchange period of the staff, the maximum grant to be allocated by the University, and the amount of support determined by the National Agency on a country by

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country basis. If the actual Erasmus Exchange period is shorter than the foreseen period, the grant is recalculated according to the actual duration. Grants are paid in the amount as calculated.

7.2.7.6 In cases where the grant amount specified in the grant agreement signed between the staff and the University needs to be increased due to an increase in the duration of stay for Erasmus staff mobility and/or force majeure, an additional grant agreement is signed between the staff and the University.

7.2.7.7 Grants are paid in the amount and manner determined and announced for that year.


7.2.7.8 Grant payments are made in Euro in two installments, 70% prior to the mobility and 30% after the mobility. For the staff to be able to receive the determined grant payment installments, they are required to fulfill their obligations before and after the mobility. These obligations are included in the commitment letter, grant agreement, OIP announcements as well as on the OIP website.

7.2.7.9 Staff who have been selected for Erasmus Exchange but have not received grant support can participate in the Erasmus Exchange, providing the signed grant agreement that includes their obligations and the information that they are on a non-grant mobility.

7.2.7.10 In case the University finds additional resources, it may be decided to provide grant support to the staff who started their exchange period without a grant. While making this decision, the provisions of the National Agency's Implementation Manual for the relevant year and the ranking scores the staff are taken into account.

7.2.8 Financial Liabilities

7.2.8.1 In cases where the staff is required to refund the grant (partial or full) to the University, the reason for the refund, the amount and the University bank account information to be refunded are notified to the staff via e-mail by the OIP. The staff is obliged to make the return within 15 working days after the notification and

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deliver the receipt to the OIP.

7.2.8.2 Accommodation, transportation, health insurance and similar personal expenses are the responsibility of the staff.

7.3 Incoming Student Procedures within the Scope of Exchange Programs (Study and Internship)

7.3.1 Application Conditions

7.3.1.1 Koç University hosts its partner institution students within the scope of Erasmus+ (KA131, KA171), Global Exchange and Summer Exchange programs in the Fall, Spring, Summer terms or as exchange students for one academic year.

7.3.1.2 Students who will participate in the exchange program at Koç University are nominated by their institutions within the framework of the dates specified by Koç University. Nominated students are required to have a grade point average of 2.20/4.00 at undergraduate level, 2.50/4.00 at graduate/doctoral level and to prove their English proficiency level in the exam/document types accepted by Koç University.


7.3.1.3 The nominated students are informed about their application by the OIP and they are expected to submit the necessary information and documents by the specified date. Transactions after the specified date are not accepted.

7.3.2 Assessment in Study Mobility, Admission and Registration, Course Selection and Study Plan

7.3.2.1 The OIP emails students whose application information and documents are found suitable.

7.3.2.2 The necessary information for the registration and admission procedures of the students is forwarded to the Registrar's and Student Affairs Directorate by the OIP.

7.3.2.3 Students prepare their Study Plans using the course lists shared by the OIP and receive approval from the Koç University Faculty/Department Coordinators.

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7.3.2.4 Students complete the Course Planning and Course Registration on the dates determined by Koç University for exchange students.

7.3.3 Pre-Arrival Information and Orientation Program

7.3.3.1 After the registration of the students, with written notifications and virtual meetings, the The OIP shares necessary information and gives directions prior to their arrival at Koç University.

7.3.3.2 The OIP selects, trains, assigns mentor students from Koç University students to support exchange students throughout their stay, and monitors these mentor students.

7.3.3.3 The OIP prepares and carries out a 5-day orientation program to be held one week before the course start date. The orientation program which is part of the summer exchange program lasts for 2 days.

7.3.4 Evaluation, Admission and Registration in Internship Mobility

7.3.4.1 Students who want to spend their internship mobility at Koç University within the scope of exchange programs must obtain approval from the relevant academic/administrative unit before applying to the OIP.

7.3.4.2 Students who have been approved/invited complete their applications through KUAPP with the guidance of the OIP.


7.3.4.3 The OIP provides general written notices to the students prior to their arrival.

7.3.4.4 The host academic/administrative unit is responsible for welcoming the incoming student and providing counseling to them etc.

7.3.5 Erasmus+ KA171 Program Grant Payments and Financial Obligations

7.3.5.1 Koc University gives Erasmus+ KA171 program students who comes to KU for education or internship activity their grants in accordance with the relevant project rules and National Agency directions.

7.3.5.2 A grant contract is signed with the student who completes the mobility documents and processes before the exchange. This agreement determines the amount of grant

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that the student will receive and the obligations of the parties. With this agreement, it is finalized that the student will participate in the exchange program. The names and account information of the students who signed the grant agreement are reported to the Budget and Reporting Directorate by the OIP.

7.3.5.3 Grant payment of incoming students is made in two installments and in Euro. The first installment is 70% and is made based on the submission of the necessary documents and completion of steps by the student before the mobility. The second installment is 30% and is made depending on the submission of necessary documents and the completion of steps after the mobility and the mobility success conditions.

7.3.5.4 When calculating grant to be allocated to the student, the OIP takes the Erasmus Exchange period of the student, the maximum grant to be allocated by the University, and the amount of support determined by National Agency which is determined on a country by country basis. If the actual Erasmus Exchange period is shorter than the foreseen period, the grant is recalculated according to the actual duration. Grants are paid as calculated. On the other hand, if the amount of grant increases in proportion to the duration of the students' stay at the end of their mobility, an additional grant agreement is signed between the student and the University, depending on the suitability of the relevant project budget.

7.3.5.5 In cases where the student does not fulfill the conditions specified in the Grant Agreement signed between the OIP, the University and the student, or the mobility is interrupted without any force majeure, etc. the OIP has the right to ask the student to repay some or all of the grant and the student is obliged to meet this request. The reason and amount of the refund are notified to the student via e-mail by the OIP. The student is obliged to make the refund within 30 working days after the notification and submit the receipt to the OIP.

7.3.5.6 Students who have been selected for the Erasmus Exchange but have not received

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any grant can participate in the Erasmus Exchange, provided that they sign the grant agreement that includes their obligations and the information that they are on a non-grant program.

7.3.5.7 In case the University finds additional resources, it may be decided to provide grant to students who have started the exchange period without a grant. While making this decision, the provisions of the National Agency's Implementation Manual for the relevant year are taken into account.

7.3.6 University Status and Return Procedures of Incoming Students

7.3.6.1 Diplomas and titles are not awarded to students who are enrolled in the University within the scope of exchange programs. Students are listed with the status of "exchange student" in the student information system.

7.3.6.2 Students who complete their exchange program at Koc University is obliged to submit their ID cards and exit forms to the OIP before returning home and to fulfill their responsibilities towards other administrative units.

7.3.6.3 The OIP sends the English transcripts of the students whose exchange period has ended to the officials of the partner university and students via email.


7.3.6.4 The KU e-mail accounts used by the students who complete these procedures are kept open for 5 years and they are authorized to continue to perform/request certain transactions through the system where the KU student information is included.

7.3.7 Rights and Responsibilities of Incoming Students

7.3.7.1 Incoming students have the rights and responsibilities that the University grants to all students during the exchange program.

7.3.7.2 Incoming students are obliged to comply with the relevant regulations and directives of the University.

7.3.7.3 Incoming students are subject to disciplinary investigation at Koc University in cases where they commit a disciplinary offense during their stay at Koc University

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and have another semester at Koc University. If they leave Koc University at the end of a term, the OIP communicates the issue causing the disciplinary investigation to the institution the student is affiliated with and the OIP follows up the decision of the partner institution regarding the issue.

7.3.7.4 In cases where the academic calendar of the contracted institution does not coincide with the academic calendar of Koc University, or due to a force majeure presented by the student, the relevant instructor can give the final exam earlier to the transfer student coming from the partner institution. The details of this application and the responsibilities of the people are included in the excused exam procedure of the exchange programs.

7.3.7.5 The University grants the right of accommodation to students who come to Koc University with the exchange program, who apply for dormitory accommodation on time and make the necessary payments.

7.3.7.6 Incoming students are obliged to obtain student visas, residence permits and other similar permits to have health insurance and to follow the related processes.


7.3.7.7 Students who join Koc University within the scope of the Erasmus+ KA171 program are able to Koc University in accordance with the article 7.3.5 of this directive.

7.4 Incoming Staff Procedures in Exchange Programs

7.4.1 General Principles

7.4.1.1 The staff who will come to Koç University under the Erasmus+ KA 131 program have been approved by the Koç University academic/administrative unit where they will be hosted. Following this approval, the OIP directs the staff to complete the application process.

7.4.1.2 Staff who will come to Koç University under the Erasmus+ KA 171 program are nominated for the OIP by the relevant office of the institution they are affiliated with. The OIP carries out the communication process to determine the appropriate

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academic/administrative unit/person to host the nominated staff in Koç University.

7.4.1.3 While the duration of the mobility may vary within the scope of the Erasmus+ KA131 program, it should be at least 5 days within the scope of the Erasmus+ KA171 program.

7.4.1.4 The OIP provides general written information before the arrival of the staff. The host academic/administrative unit is responsible for the issues such as welcoming and giving consultation to the incoming staff, etc.


7.4.2 Erasmus+ KA171 Program Grant Payments and Financial Obligations

7.4.2.1 Allocation of grants to incoming staff to Koç University for receiving or giving education within the scope of the Erasmus+ KA171 program follows grant allocation rules of the relevant project and National Agency instructions.

7.4.2.2 A grant contract is signed with the staff who have completed the mobility documents and processes prior to the exchange. This contract determines the amount of grant to be received by the staff and the obligations of the parties. With this contract, it is finalized that the staff will participate in the exchange program. The name and account information of the staff who signed the grant contract are reported to the Budget and Reporting Directorate by the OIP.

7.4.2.3 The grant payment of the incoming staff is made in one installment and in Euro. In case the post-mobility documents are missing, a grant refund is requested from the participant and this refund process is carried out as described in the article 7.4.2.5.

7.4.2.4 While calculating the grant to be allocated to the staff, the OIP takes the Erasmus Exchange period of the staff, the maximum grant support to be allocated by the University, and the amount of support determined by the National Agency on a country by country basis. If the actual Erasmus Exchange period is shorter than the foreseen period, the grant calculation is made again according to the actual duration. Grants are paid as calculated. On the other hand, if the amount of grant increases in proportion to the period of stay of the staff at the end of the mobility,

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an additional grant agreement is signed between the staff and the University depending on the suitability of the relevant project budget.

7.4.2.5 If the conditions specified in the Grant Agreement signed between the OIP, the University and the staff are not met by the staff or the mobility is interrupted without any force majeure, etc. the OIP has the right to request the reimbursement of some or all of the grant from the staff, and the staff is obliged to meet this demand. the OIP notifies the staff about the reason and amount of the return via e-mail. The staff is obliged to refund the amount within 30 working days after the notification and deliver the receipt to the OIP.

7.4.2.6 Staff who have been selected for Erasmus Exchange but have not received grant support can participate in the Erasmus Exchange, providing the signed grant agreement that includes their obligations and the information that they are on a non-grant program.

7.4.2.7 In case the University finds additional resources, it may be decided to provide grant support to the staff who started the exchange period without a grant. While making this decision, the provisions of the National Agency's Implementation Manual for the relevant year are taken into account.


7.5 Final Miscellaneous Provisions

7.5.1 Cases Without Provision

7.5.1.1 In cases where there is no provision in this directive, the decisions of the Academic Board and the University Academic Council, the provisions of other relevant legislation and board decisions are applied.

7.6 Mobilities Except for Exchange Programs

7.6.1 Except for the exchange programs specified in this directive, for KU students who want to take courses from a university abroad with the status of “special student”, the “Directive on Transfer of Courses Completed in the Summer Term” and “Regulation Amending the Regulation on the Principles of Transfer between Associate Degree

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and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer” (<https://www.resmigazete.gov.tr/eskiler/2021/04/20210417-4.htm>) is valid.


8 ANNEXES AND RECORDS

None.


9 REVIEW

It is the responsibility of the Office International Programs to review and update this document. The review is carried out at least once a year. It is necessary to revise the document when and where it is deemed necessary.

10 CHANGES / DISTRIBUTION TABLE

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Revised page	Date	Change	Unit making the change
	12.05.2023	New Release	Office of International Programs
	12.05.2023	Item No. 7.1.6.1.1. is added as a new item.	Office of International Programs
	12.05.2023	Item No. 7.1.6.1.2. is revised as: 7.1.6.1.2 The student is responsible for sending the student's transcript provided by the partner institution to the University's Faculty/Institute on time and following the course substitution processes.	Office of International Programs
	12.05.2023	Item 7.1.6.1.4. is revised as: 7.1.6.1.4 The method of transferring the courses completed at the partner institution is listed below: a) The student must register the courses he/she will take before the exchange period electronically in the Learning Agreement document and have it approved by the Academic Coordinator of the faculty/institute and the OIP before going to the exchange. b) During the exchange period, student must have the courses included in the Learning Agreement be approved by the faculty/institute of the partner institution. c) At the end of the exchange period, the student submits the Learning Agreement and the courses in	Office of International Programs

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		<p>the transcript from the partner institution to the faculty/institute for approval.</p> <p>d) After completing the exchange period, the student obtains approval for the courses associated with his/her main faculty/institute from his/her own faculty based on the transcript provided by the partner institution. If the transcript includes courses taken within the scope of his/her double major program, the student applies to his/her main faculty to initiate the course transfer process after obtaining approval for those courses from the faculty of his/her double major program. Both the main faculty and the double major faculty's course approval processes are processed within the main faculty. If necessary, the main faculty may consult with the double major faculty.</p> <p>e) Adaptation of the courses completed at the contracted institution is carried out by the decision of the Faculty/Institute Administrative Board. The Faculty/Institute Administrative Board's decision is sent to the Registrar and Student Affairs Directorate.</p>	
	12.05.2023	Item No. 7.1.6.2.6. is added as a new item.	Office of International Programs
Distribution (Related Sections)			
All Koç University departments			



**KOÇ
ÜNİVERSİTESİ**

**EXCHANGE
PROGRAMS
DIRECTIVE**
Y16-UPO-001

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