IBN HALDUN UNIVERSITY
ERASMUS+ AND INTERNATIONAL PROGRAMS DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to regulate the procedures and principles regarding the functioning of Ibn Haldun University's Erasmus+ and other International Exchange Programs.

Scope

ARTICLE 2 - (1) The principles specified in this Directive cover the process of mobility of (incoming and outgoing) students, academic and administrative staff participating in international programs implemented by Ibn Haldun University, including Erasmus+, international exchange programs, international summer/winter schools, student internships, and short-term educational activities. It includes the duties and authorities of the relevant units and individuals. For matters not covered in this Directive regarding Erasmus+ projects, the provisions and relevant Commission decisions contained in the Erasmus+ Implementation Handbook published for the relevant contract period by the European Union Education and Youth Programs Center Presidency shall apply.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on Law No. 2547 on Higher Education, the principles set forth in the Erasmus+ Charter for Higher Education by the European Commission for Higher Education, the conditions specified in the Erasmus+ Handbook for Higher Education Institutions published by the European Union Education and Youth Programs Center Presidency (National Agency), principles stated in other regulations and directives of Ibn Haldun University and decisions of the Senate, and relevant legislation.

Definitions

ARTICLE 4 - In this Directive;

University: Ibn Haldun University (IHU),

Rector: Rector of Ibn Haldun University,

Senate: Senate of Ibn Haldun University,

Senate Decision: Decision of the Senate of Ibn Haldun University,

Exchange Programs: Erasmus+ and all other funded/unfunded student/staff international exchange programs,

Office: The International Relations Office of Ibn Haldun University,

Department: Department of Erasmus+ and International Programs of Ibn Haldun University,

Commission: Ibn Haldun University International Programs Commission,

Institutional Coordinator: Ibn Haldun University Erasmus+ and International Programs Institutional Coordinator,

Administrative Coordinator: Administrative Coordinator of the Department of Erasmus+ and International Programs of Ibn Haldun University,

Specialist: Specialist of the International Relations Office of Ibn Haldun University,

Faculty Coordinator: Academic coordinators for Erasmus+ and International Programs appointed by the faculties of Ibn Haldun University,

Departmental Coordinator: Academic coordinators for Erasmus+ and International Programs appointed by the departments of Ibn Haldun University,

Program Coordinator: Academic coordinators for international programs serving in the departments affiliated with the Graduate School of Ibn Haldun University,

School of Foreign Languages: School of Foreign Languages of Ibn Haldun University,

Office of Information Services: Department of Information Services of Ibn Haldun University,

Office of Administrative and Financial Affairs: Department of Administrative and Financial Affairs of Ibn Haldun University,

Office of Student Affairs: Department of Student Affairs of Ibn Haldun University.

PART TWO

Authorized Persons and Units

Authorized individuals, units, and commissions:

ARTICLE 5 - (1) Authorized individuals and commissions:

1) University Erasmus+ and International Programs Commission: Consists of the University Rector or Vice Rector, Institutional Coordinator, elected department and/or faculty coordinators, and staff of the Department of Erasmus+ and International Programs. The commission is responsible for making decisions regarding international programs, overseeing the operation and control of exchange programs, making decisions regarding funded mobilities in accordance with rules approved by the Senate and predetermined internal quota distribution, and approving the selection and placement results of exchange students to be submitted to the management board of the relevant academic unit.
2) University Erasmus+ and International Programs Institutional Coordinator: Ensures coordination across the university on all matters related to international exchange programs and other international programs. Prepares protocols, education agreements, grant contracts between the university and students/staff, letters to be sent to embassies, consulates, and similar official authorities, and acceptance letters for incoming international students. Coordinates the decision-making and implementation of exchange-related decisions with the commission.
3) Department of Erasmus+ and International Programs: Administers the administrative procedures for incoming and outgoing exchange students within the framework of existing exchange program protocols. Conducts processes related to the preparation of materials for the introduction of all international programs conducted at the university. Maintains communication with partner universities, coordinates the preparation and updating of bilateral agreements, and monitors the signing process. Works in collaboration with relevant coordinators and the Office of Student Affairs. Prepares the annual work schedule of international programs, commission decisions, and the updated list of coordinators to be submitted to the Senate each year.
4) Faculty Erasmus+ and International Programs Coordinator: Communicates developments regarding international programs and newly made decisions to Department/Program Coordinators. Coordinates the implementation of decisions and synchronization among Department/Program Coordinators. Assumes the responsibilities of the Department/Program Coordinator during periods when the coordinator is unavailable or when the Senate is appointing a new Department/Program Coordinator.
5) Department/Program Erasmus+ and International Programs Coordinator: Promotes activities related to international programs within the relevant academic department/program, announces news related to these programs, provides guidance to students interested in benefiting from these programs in university and course selections, and conducts processes related to the academic approvals and adjustments of courses taken by exchange students during their exchange period. Coordinates with the Rectorate, Department of International Programs, academic coordinators, and department chairmanship regarding the selection and implementation of department agreements and student selections.

(2) Secretariats of academic units shall communicate information regarding academic coordinators whose terms have expired at least 10 working days prior to the expiration of the term to the Department of Erasmus+ and International Programs via the Electronic Document Management System (EBYS). The communicated document should also include details of the new academic coordinator to be appointed to the unit, which will be discussed in the Senate.

PART THREE
Application Requirements and Evaluation Criteria for Outgoing Students for Study in International Exchange Programs

Application Requirements

ARTICLE 6- (1) Undergraduate, master's, and doctoral students can benefit from exchange program activities for one or two semesters. Students enrolled in English preparatory, scientific preparatory, and minor programs cannot benefit from exchange programs. Students who are on leave of absence cannot participate in study mobility during the period of their leave. Double major students or students enrolled in two graduate programs can only apply for an exchange program for one of the programs during one application period. An individual can participate in physical mobility for up to 12 months per education level, with a maximum of 36 months for the same person. In programs where two levels are combined (such as integrated doctoral programs), the maximum duration of the student exchange program is 24 months.

(2) The minimum conditions that students applying for exchange programs must meet at the time of application are as follows:

a) Being enrolled in an undergraduate or graduate program, not having completed the studies (credits) required by their diploma/degree, and being able to take a course load equivalent to 30 ECTS credits in one semester during the exchange period,

b) Having a minimum cumulative GPA of 2.50 on a scale of 4.00 for undergraduate students and 3.00 on a scale of 4.00 for graduate students,

c) Having completed at least one academic semester in the undergraduate or graduate program registered at Ibn Haldun University during the application period and having established a cumulative GPA,

d) If the courses to be taken within the scope of the applied program are offered in a language other than English, either meeting the language requirement at the level specified in the agreement or providing evidence of learning the relevant language,

e) Meeting any additional requirements specified in the application announcement for the enrolled or applied program,

f) For minor program students, having taken courses totaling a minimum of 25 ECTS credits as shown in the transcript documents submitted at the time of application,

g) For students transferred from another higher education institution through horizontal or vertical transfer, completing at least one semester at Ibn Haldun University and meeting the above conditions.

(3) Special cases shall be decided by the Senate or Faculty/Institute Board.

(4) Students in the following stages of doctoral programs cannot benefit from exchange programs:

a) For doctoral students who have not taken the doctoral qualification exam, and are in the last semester for the doctoral qualification exam,
b) For doctoral students who need to present their thesis proposal and are in the last semester for the thesis proposal defense,
c) During the last semester of the maximum duration of the program.

(5) Regarding whether fourth-semester thesis-based master's and doctoral students who have not yet taken seminar courses or completed the program course load can benefit from exchange programs, the decision is authorized to be made by the student's thesis and/or academic advisor and/or Institute Directorate. A petition must be filled out for permission from

the advisor and/or institute, and it must be submitted to the Department of Erasmus and International Programs during the application period.

Application Procedures

ARTICLE 7- (1) Regular promotional meetings are held for students by the Department every year, and the announcement of exchange programs within the institution is ensured to increase participation in the programs. Information regarding applications is announced on student notice boards, the University's and the International Relations Office's websites.

(2) Application dates are included in the published exchange program calendar.

(3) During the application phase, students should consider the opinions of Department/Faculty/Institute Coordinators and thesis and/or academic advisors regarding the university's course schedule, course structures and content, language of instruction, course credits, etc.

(4) The student specifies the universities to be visited in the application form, and the application form is approved by the Department/Faculty Coordinator.

(5) The required documents for the application are submitted to the Department within the announced application period.

(6) In case of vacant positions, the Department may determine a new application and evaluation process.

(7) The method of submitting application documents to the Department during the application process may be online as published in the application announcement, in accordance with the conditions specified in the Erasmus+ Implementation Handbook.

Evaluation and Placement

ARTICLE 8- (1) Students who meet the application requirements must submit one of the English language exam results accepted by the Department of Erasmus and International Programs or take the Erasmus English Proficiency Exam organized by the School of Foreign Languages. The minimum scores demonstrating language proficiency are 84 for TOEFL IBT, and 70 for YDS, YÖKDİL, e-YDS, e-YÖKDİL, and the Erasmus English Proficiency Exam. The relevant exam results are valid for two years from the date they are obtained.

(2) In accordance with the rules of the Erasmus+ Implementation Handbook, applications are evaluated based on criteria determined for the year and announced before the application process. Placements are made by the Commission considering the total scores of the students according to the criteria announced in the application announcement, the universities they prefer, the exchange quotas of the relevant universities, and the grant amount allocated to the university.

(3) The most recent and up-to-date transcript of the student is used to determine the grade point average.

(4) Students in their first semester at Ibn Haldun University at the undergraduate, master's, or doctoral level, whose transcript has not yet been created, cannot apply.

(5) If a student who has previously benefited from mobility applies for both study and traineeship activities simultaneously, a deduction of "-20" points from the previously benefited mobility type and "-10" points from the second applied mobility type is applied. Deductions are made from the student's total score.

(6) Additional points are added to the total evaluation score of disadvantaged participants as specified in the rules of the Erasmus+ Implementation Handbook published by the National Agency.

(7) The results of evaluation and placement are announced on the International Relations Office and/or the university's websites.

(8) Students who accept to go to the university they are placed in must sign the Participation Commitment Form, which specifies the processes and obligations within the scope of the exchange program, and submit it to the Department by the given date. Students who do not submit the Participation Commitment Form and do not make any notifications will

have their program automatically canceled, and the grant right will be transferred to the alternate student.

Courses to be Taken, Learning Agreement, and Recognition Form

ARTICLE 9- (1) The courses to be taken by placed students at the host institution are determined by the Department/Faculty Coordinator, students' thesis and/or academic advisors, and the Departmental Coordinator.

(2) The defined course program before the start of the educational activity becomes binding for all parties through online signing via the Learning Agreement for Studies EWP-OLA platform. Any changes to the learning agreement for various reasons must be made within 4-7 weeks after the start of the academic semester at the host institution and approved by the parties within 2 weeks after the request for changes.

(3) The courses to be taken abroad within the framework of exchange programs and their equivalents at the university are specified in the 'Recognition Form' (Course Equivalency Form). This form is signed by the student first, then by the Department Chair/Institute Director, Department/Faculty/Institute Coordinator, and finally by the Institution Coordinator or Administrative Coordinator/Specialist, and then submitted to the Department by the student. The Recognition Form is a complementary attachment to the Learning Agreement and guarantees the recognition of the courses taken by the student during the exchange program at the university.

(4) Exchange program students are expected to complete 30 ECTS credits in one academic semester, 20 ECTS credits for one semester in a three-term academic year, and 60 ECTS credits in one full academic year, and the course load for one semester in a two-term academic year cannot be less than 28 ECTS credits. The number of courses or equivalent credits to be counted at the university for undergraduate students cannot exceed the limits specified in the relevant regulations regarding the course load.

(5) The student is responsible for notifying the Department/Faculty/Institute Coordinator of all changes made to the course program before completing the relevant period at the host university and preparing a new Learning Agreement and Recognition Form showing the accepted changes by the coordinator, and obtaining all necessary approvals for these documents before completing the exchange period. In case of course changes made without obtaining the necessary approvals, the recognition of the newly taken courses after returning from abroad cannot be guaranteed.

(6) Institutions using digital systems within the scope of the Erasmus Without Paper (EWP) and Online Learning Agreement (OLA) projects should prepare documents using these systems, other than the grant agreement signed with the student.

Outgoing Student's Application and Acceptance Process

ARTICLE 10- (1) The placement process for the university to be visited is conducted by the Department.

(2) The preparation of all documents requested by the host institution is the responsibility of the relevant outgoing student.

(3) During the preparation of the documents, the Department provides advisory services to the outgoing student.

The submission of the application documents prepared by the outgoing student for the host institution is carried out by the Department before the final application deadline. During this process, the official procedure notified by the outgoing student for the submission of application documents after the nomination is applied.

The tracking of travel and visa procedures is the responsibility of the student. The Department prepares documents facilitating the visa procedures for the student. The confirmation letter definitively stating the dates the student will stay at the host institution is signed by the University Coordinator/Specialist on behalf of the University.

Status and Financial Obligations of the Outgoing Students at the University

ARTICLE 11- (1) The student is considered on leave for the period abroad within the framework of exchange programs. The period spent at the host university within the framework of the exchange program is included in the maximum education period. However, this period is not included in the maximum leave period.

(2) The student is responsible for fulfilling the tuition fee obligations for the period they are on leave. The tuition fee is paid to the university on the dates specified in the academic calendar. Unless otherwise specified within the framework of interinstitutional cooperation agreement, no payment is made for education-related expenses to the host institution. However, all other expenses excluding tuition fees such as accommodation, transportation, personal expenses, meals, and health insurance are the responsibility of the student.

(3) The scholarships received by students from the university continue to be paid during the exchange period. In order to ensure the continuation of scholarships received from external sources, information about the student's situation can be provided to the relevant scholarship-granting institutions by the Department upon the student's request. The continuation, suspension, or cancellation of scholarships of students participating in the exchange program is at the discretion of the scholarship-granting institution.

Contracts and Payment of Grants

ARTICLE 12- (1) A grant agreement is signed between the student placed at a university under the Erasmus Program and the Institution Coordinator (on behalf of the university) before going abroad. With this agreement, the student's participation in the Erasmus Exchange Program is confirmed. The names of the students who signed the grant agreement are notified to the Student Affairs Office and the relevant academic units by the Department.

(2) Payments are made within 30 days following the signing of the contract to the students whose contracts have been signed, according to the maximum grant amount specified in the contract by both parties.

(3) After completing any Erasmus or funded program and returning, the student is obliged to submit to the Department, within the period specified in the contract, a completed Learning Agreement, Recognition Form, Duration Sheet confirming the period spent at the host university, and a report evaluating the exchange period. If the documents are complete, submitted to the Department on time, and at least 2/3 of the total ECTS credits have been successfully completed, the remaining 20% of the grant will be paid within 60 working days after the submission of these documents and completion of the EU Survey.

(4) The existence of any suspicious circumstances, such as damage or misinformation, detected by the Department specialists in the documents submitted to the Department after the return, results in the cancellation of the mobility by the decision of the Commission and the return of all grants paid by the student.

(5) Grants are paid as announced and determined for that year.

(6) At the end of any Erasmus or funded program, students who have not successfully completed at least 20 ECTS credits out of the initially 30 ECTS credits (3/2 of the total credits received) cannot receive 100% of their total grants. At least 2/3 of the total credits must be successfully completed with a passing grade. If, without any documented and Commission-approved force majeure, the student cannot achieve success in at least 80% of the total credits received due to any reason that may cause absenteeism or failure, they must return the entire grant to the university.

(7) Students selected within the scope of a grant agreement but who do not carry out their activities within that agreement cannot be included in the scope of the next grant agreement on the grounds of "earned rights."

(8) Commission decisions and announcements made based on these decisions are valid for matters not covered by the contract.

Academic Approval (Course Recognition) and Completion of Learning Mobility

ARTICLE 13- (1) The basic documents to be considered during the academic approval process are the Learning Agreement, Recognition Form, and the transcript received from the host university.

(2) Students who have completed their education at the host institution and returned are obliged to submit the transcript received from the host institution to the Department within 45 calendar days from the date of return for academic approval procedures. If the delay is due to the host institution, the student requests a written extension from the Department no later than 3 days before the expiration of this period.

(3) The current version of the ECTS Users Guide constitutes the basis for recognition procedures.

(4) Academic approval of courses is made by the decision of the Faculty/Institute Board of Directors upon the recommendation of the relevant Departmental Coordinator or thesis advisor, academic advisor, department chair, or institute director. All courses listed on the transcript are evaluated by the relevant boards based on the Recognition Form. The Faculty/Institute Board of Directors is authorized to make decisions regarding courses not specified in the Learning Agreement and Recognition Form.

(5) The courses listed in the Learning Agreement, Recognition Form, and the transcript from the host university are recorded in place of the corresponding courses in the student's diploma program. The grades and credits of these courses are considered as fulfilling the obligations in the student's registered diploma program. The names, codes, and credits of the courses taken at the host institution are included in the transcript after the student returns, in their original form as stated in the received transcript. Additionally, the transcript may also include the courses replaced in the program.

(6) After the academic approval procedures are completed, a Faculty/Institute Board of Directors Decision regarding the courses taken at the host institution is reported to the Student Affairs Office and the Erasmus and International Programs Department. Based on the relevant board decision, the grades are recorded on the student's transcript by the Student Affairs Office, and a copy of the transcript is sent to the Erasmus and International Programs Department by the relevant department for inclusion in the student's Erasmus folder.

(7) The conversion (recognition) of the grades obtained by outgoing students at the host institution is carried out considering the compliance with the ECTS Users Guide. If the conversion table is not included in the relevant documents, the grades and ECTS equivalents indicated in the Erasmus Protocol under the relevant title signed between the two institutions are taken into account, and a decision is made by the Faculty/Institute Board of Directors of the academic unit to which the student is registered.

(8) After the recognition procedures are completed, multiple courses taken by the student at the host institution may be matched with a single course at the university, or vice versa. In the case of matching multiple courses to one course, the weighted average of the grades obtained by the student in each relevant course is calculated, and the recognition process is carried out accordingly. If the weighted average grade is not an integer, it is rounded up in favor of the student. If a course taken by the student at the host institution is matched with multiple courses at the university, the grade from the transcript of the host institution is recognized for all courses deemed equivalent.

(9) The academic unit sends an official decision letter regarding recognition to the Student Affairs Office and the Erasmus and International Programs Department. The Student Affairs Office records the recognized courses in the student's transcript and diploma appendix using the original code and course name as stated in the transcript received from the host institution. The diploma appendix also includes additional explanatory information about the institution where the courses were taken, the date, and other details about the mobility.

PART FOUR
Student Internship Mobility

Internship mobility

ARTICLE 14- (1) The minimum conditions that students applying for student internship mobility program within the scope of Erasmus+ programs must fulfill during the application process are as follows:

a) Be enrolled in undergraduate or graduate programs as full-time students at the university,
b) For undergraduate students, have a minimum GPA of 2.50 out of 4.00, and for graduate students, have a minimum GPA of 3.00 out of 4.00,
c) Have completed at least one academic semester in the registered undergraduate or graduate program and have a GPA,
d) Choose the company/organization where they will do their internship and establish communication,
e) Meet additional conditions specified in the application announcement for the registered or applied program, if any,
f) For double major/minor program students, have taken courses totaling a minimum of 25 ECTS credits as indicated in the transcript documents submitted during the application.

(2) Receiving a letter of acceptance from the company/organization where they will do the internship by the application deadline provides additional points during the evaluation stage.

(3) A student can benefit from the Erasmus internship program with a grant for up to 12 months during their university education at each level (undergraduate, graduate, doctoral), provided that the allocated grant amount is sufficient. However, the total duration of study and internship mobility cannot exceed 12 months for each educational level.

Students who have transferred from another higher education institution horizontally or vertically and have not yet established a GPA at the current institution where the selection is made cannot apply.

(7) Students who have transferred within the institution from another program and have a GPA can apply.

(8) Students at the master's and doctoral levels who apply in the first term and have not yet formed a transcript at the institution where the selection is made cannot apply.

(9) Undergraduate, master's, and doctoral students can benefit from the Internship Mobility Program for a duration ranging from a minimum of 2 months to a maximum of 12 months.

(10) Students in English preparatory, scientific preparatory, and minor programs cannot benefit from internship mobility.

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

(12) Full-time internship refers to an internship performed by the student on a full-time basis during the activity period according to the weekly working hours of full-time employees in the visited country.

(13) Students on leave of absence cannot complete compulsory internships during the period of leave, but students on leave of absence can benefit from optional internships.

(14) In case of interruption of activity due to force majeure, if the force majeure is documented, activities not completed for the minimum duration are accepted, and a grant is provided for the period stayed.

(15) Applications are made in accordance with the principles determined by the Commission, taking into account the criteria announced before the application process and determined for that year.

(16) A grant agreement is signed between the university and the student before the student goes abroad. With this agreement, the student's participation in the Erasmus Internship Mobility Program is confirmed.

(17) Payment processes for grants are carried out by the Administrative and Financial Affairs Office of the university on behalf of the Rectorate, in accordance with the conditions specified in the grant agreement announced for that year.

(18) After completing their internships and returning, students apply to the Department with the necessary documents announced in advance. The basic documents to be considered for internship activities are the Recognition Form for Internship, Participation Certificate, Internship Report, and Duration Sheet confirming the period spent in the internship program. If deemed necessary by the relevant academic units, additional documents may be requested.

(19) The counting (recognition) and crediting of the internship for the program are carried out based on the recommendation of the departmental coordinator and the department chair, considering the Recognition Form for Internship, by the Faculty/Institute Board of Directors. The student submits the internship participation certificate and documents detailing the education received to the Department. These documents are sent by the Department to the relevant academic unit and the Student Affairs Office for inclusion in the transcript and/or diploma appendix for the internship mobility.

(20) Students who have completed the Erasmus internship mobility program submit their documents to the Department after returning, and the duration and institution of the internship are recorded on the Diploma Appendix and/or Transcript.

(21) If a suspicious situation is detected by the Department specialists, such as damage or providing false information in the documents submitted after returning, the mobility is canceled by the decision of the Commission, and all grants paid are refunded by the student.

(22) Students who will do an internship abroad at their own expense without Erasmus funding fill out the relevant international internship form along with their work plans and invitation letters, get approval from the Department/Faculty Coordinator of the academic unit they are registered in, and submit their documents to the Department. After completing the mobility, the recognition procedures are carried out in accordance with the Erasmus Internship Program. European Union institutions, EU agencies, and organizations conducting EU programs are not eligible for Erasmus internship activities.

(23) During the mobility period, if the company where the internship is being done is closed due to holidays, the holiday period is not included in the activity period, but a grant payment is made for the period the company is closed.

PART FİVE

Application Conditions and Evaluation of Students Coming to the University within the Scope of International Exchange Programs

Application to the University

ARTICLE 15- (1) Exchange students who wish to come to the university under exchange programs shall submit the duly filled application form obtained from the International Relations Office's website along with the required documents to the relevant administrative unit of their registered institution, to be sent to the Department before the deadline.

Course Selection and Learning Agreement

ARTICLE 16- (1) All academic units shall, by March 30 of each year, determine the foreign language courses specific to the program to be opened in the following academic year and the courses to be added to the international program course pool for exchange programs, including their codes, English course names, prerequisites, course contents, and credit information, and shall submit them to the Department and the Student Affairs Office. The deadline for notifying the Department and the Student Affairs Office for updating the Course Catalog in case of possible updates to the relevant courses for the spring semester is December 1st.

(2) Students coming as exchange program participants are responsible for preparing the Learning Agreement.

(3) The incoming student utilizes the Course Catalog, accessible from the university's website, for selecting the courses to be taken from the university and specifies them in the Learning Agreement (LA) form, which includes the Recognition Form. Changes to the courses can be made with the Learning Agreement Amendment (Changes in LA) Form in case of situations such as insufficient quotas for opening courses. These changes must be made within a maximum of 30 calendar days from the start date of the courses.

(4) Department/Institute/School Coordinators assist incoming students in course selection and complete the approval process by signing the relevant forms.

Sending the Letter of Acceptance

ARTICLE 17- (1) After receiving the application form and other required documents, the application of international exchange students is evaluated by the relevant academic unit taking into account the available quotas for international exchange students, the exchange balance between the two universities (ratio between outgoing and incoming students), and the academic status of the student.

(2) Acceptance letters prepared by the Department and signed by the Institution Coordinator/Administrative Coordinator/Specialist are sent to students whose applications are accepted by the relevant department.

Contracting and Grant Payment

ARTICLE 18- (1) Within the scope of a project (including KA171 and other Erasmus programs), a grant agreement is signed between the hosting institution and the Institution Coordinator (on behalf of the university) before the start of mobility. With this agreement, it is confirmed that the student will participate in an Erasmus or other funded international exchange program. The names of the students who have earned the right to sign the grant agreement are notified by the Department to the Student Affairs Office and the relevant academic units.

Informing and Registration Procedures for Incoming Students

ARTICLE 19- (1) Visa procedures, academic calendar, orientation program, and information notes about life at the university are sent to students via email by the Department along with the acceptance letter.

(2) The automation system procedures for incoming students are initiated by the Student Affairs Office based on the list of courses to be taken, which is decided by the relevant academic unit's Board of Directors, and the student's personal information provided by the Department for the opening of the student ID card and recording of relevant information.

(3) The Department coordinates the completion of pre-registration procedures for incoming students and provides counseling to students in other administrative procedures within the university. The final registration procedures are completed through the automation system by opening the cards and providing the email address and password to be used by the Information Services Office. Following these procedures, the Department notifies the incoming students of these details via email.

Orientation Program for Incoming Students

ARTICLE 20- (1) Within the orientation program organized by the Department at the beginning of each semester for students, various social and cultural activities, university introductions, trips, etc., are conducted. Departmental Coordinators also provide counseling to incoming students to help them adapt to their departments within the framework of exchange programs.

Procedures for Completing the Exchange at the University

ARTICLE 21- (1) International students who complete the exchange program at the university delete their library records before returning to their countries. They return their student ID cards to the Department. After completing these procedures, the Department requests the Information Services Office to close the university email accounts used by the students during the semester. Official grade transcripts prepared by the Student Affairs Department are sent by the Department to the relevant international exchange programs unit of the university. If they have arrived under a funded project, the remaining payment processes are completed by the Department and the Administrative and Financial Affairs Office in accordance with the terms of the grant agreement.

PART SİX

Outgoing Staff Mobility, Evaluation, Placement, Payment of Leaves, Contracts and Grants

Staff Mobility

ARTICLE 22– (1) Staff mobility comprises two types: teaching and training activities. Staff Mobility can combine Training and Teaching activities.

(2) To benefit from Teaching Mobility:

a) The individual must be a faculty member at the University with a minimum of six months since the start date of employment.
b) If the mobility will be funded between a foreign higher education institution and the university, there must be an inter-institutional agreement.
c) The individual must have responded to the call for proposals announced on the International Relations Office's website.
d) There must be an accepted teaching program by the host institution and the designated minimum teaching hours must be fulfilled at the host university.
e) Except for research assistants who have the authority to teach, academic staff in the research assistant position cannot participate in Teaching Mobility.

(3) To benefit from Training Mobility:

a) The individual must be administrative/academic staff at the University with a minimum of six months since the start date of employment.
b) The individual must have responded to the call for proposals announced on the International Relations Office's website.
c) There must be an accepted work plan by the host institution and the minimum mobility duration set for that year must be met.

(4) Inter-institutional agreements are not required for staff training mobilities.

Evaluation and placement

ARTICLE 23- (1) The evaluation of teaching/training activity applications is carried out by the Commission based on the criteria announced before the application process and according to the scoring method determined by the Commission and its evaluation criteria.

(2) Candidates who have applied for and have been awarded placement in more than one funded mobility published in the same academic semester must choose one of the awarded mobilities within 5 calendar days from the publication of the placement results and waive their rights regarding the other announcement(s). Failure to submit a waiver application to the Department will result in the cancellation of the candidate's rights regarding the other announcement(s) based on the highest placement score received.

Permission, Contracts, and Grant Payments

ARTICLE 24- (1) Staff placed for mobility abroad are required to obtain permission from their affiliated unit manager at the application stage to be considered on administrative leave during the period covered by the mobility.

(2) A grant agreement is signed between the staff placed within the scope of the Erasmus and other funded programs and the Institution Coordinator (on behalf of the university) before traveling abroad. This agreement confirms the staff's participation in the Staff Mobility program. Upon completing the documents the staff must submit before departure, the initial 80% of the grant, in accordance with the terms specified in the grant agreement, is paid through the Administrative and Financial Affairs Office, based on the information provided by the Department.

(3) The remaining 20% of the grant for staff completing the mobility period is paid after submitting the Staff Mobility Activity Report Form, travel documents, and the confirmation form (Participation Certificate) indicating the completion of the activity, and filling out the EU Survey, in accordance with the terms specified in the grant agreement.

PART SEVEN

Acceptance Processes Of Short-Term Visitors From Foreign Institutions That Do Not Have A Cooperation Agreement

ARTICLE 25- (1) Staff from institutions without an inter-institutional cooperation agreement with the university or whose existing agreement has expired must first submit an official written request to the unit they intend to visit.

(2) Upon obtaining preliminary approval for visitors' requests from the relevant unit at the university, the following documents are to be submitted by the visitor for the final acceptance process. These documents can be managed through the online application system:

a) University-specific application form including the work plan (signed by the visitor and the authorized officials from the visitor's affiliated institution),
b) Passport,
c) Curriculum vitae (CV),
d) Valid identification card from the visitor's institution or a letter from the personnel department indicating the position held and the duration of employment at the respective institution,
e) A work plan prepared by the visitor, along with the application form and any other documents requested by the unit being visited, must be filled out and signed by the authorized approving authority at the visitor's institution.

(3) Upon approval of the visit dates, work plan, and visit content by the applied university unit, the unit will accept the visit, initiating the approval process by signing the submitted work plan and application form.

(4) Following this approval, the acceptance letter to be sent to the visitor will be signed by the coordinator or manager of the relevant unit, the University Coordinator or the Erasmus and International Programs Coordinator.

(5) At the end of the visit, the activity is concluded with a Participation Certificate provided by the institution. This document is signed by the Coordinators of the academic units where the visit took place, managers (relevant Dean, Department Chair, Center Director), administrative managers of the department (Faculty/Institute/Center Secretaries), the University Coordinator; and in administrative units, by the unit supervisor and the Coordinator and specialist of the Erasmus and International Programs Department.

(6) Application documents for short-term staff mobility and the scanned copy of the signed participation certificate are to be submitted to the International Relations Department via email within the first thirty (30) days following the end of each academic term for archival and institutional activity statistical studies.

(7) If the visit application is made to the Erasmus and International Programs Department, the Department initiates the necessary application procedures and also forwards the relevant application documents for approval to the Coordinator/Manager of the academic/administrative unit where the mobility will take place.

(8) Additional information regarding special conditions for short-term visits not included in this directive will be posted on the official website of the Erasmus and International Programs Department with the approval of the Rectorate.

PART EIGHT
Student and Staff Mobility in Mixed Intensive Programs

Student Mobility

ARTICLE 26– (1) Any type of mobility that was previously only physically conducted can now be implemented as Blended Mobility by combining physical mobility abroad with a virtual learning period that complements the physical mobility.

(2) Blended intensive programs must be developed and implemented by at least three higher education institutions from at least three different program countries holding an ECHE. The qualifications and conditions of program participants are determined by the Blended Intensive Program consortium, and participants are selected by consortium members.

(3) In Blended Mobility, the physical mobility period ranges from a minimum of 5 days to a maximum of 30 days. A mandatory virtual component must also be included as a complementary part of Blended Mobility. Credit transfer is mandatory. A separate decision from the faculty/institute board/senate must be obtained for students to participate in the Blended Intensive Program. The courses to be taken must be determined based on the ECTS and course equivalence at the student's home institution, and the necessary credit load for graduation must be deducted. At least 3 ECTS credits must be awarded for Blended Mobility (virtual and physical).

(4) Students enrolled in any higher education program up to and including doctoral level within the institution can benefit from mobility opportunities.

(5) Students who meet the application requirements for Blended Mobility Programs must provide evidence of their English proficiency by presenting one of the English language exam results accepted by the Erasmus and International Programs Department or by taking the Erasmus English Proficiency Exam organized by the School of Foreign Languages. The minimum scores indicating language proficiency are 84 for TOEFL IBT, 70 for YDS, YÖKDİL, e-YDS, e-YÖKDİL, and the Erasmus English Proficiency Exam. These exam results are valid for a period of two years from the date of issuance.

Staff Mobility

ARTICLE 27– (1) The Mixed Intensive Personnel Program is of two types: teaching and training.

(2) Evaluation of the applications for the Mixed Intensive Course/training activity is carried out by the Commission, taking into account the criteria announced before the application process, and by scoring method according to the evaluation criteria determined by the Commission.

(3) Teaching staff and trainer staff working within the institution (lecturing or training activities), staff invited from enterprises abroad to teach, any public or private institution active in the labor market or in the fields of education, training, youth, research and innovation Personnel working in enterprises with the characteristics of an organization are among the eligible participants of the program.

PART NINE
Short Term Doctoral Mobility

ARTICLE 28– (1) Doctoral candidates and recent graduates ("post-docs") may undertake short-term or long-term physical education or internship mobility abroad. Virtual mobility may also be included in physical mobility.

(2) Short-term doctoral mobility can be carried out between 5 and 30 days. In long-term doctoral mobility, the minimum duration is 2 months and the maximum duration is 12 months. Long-term doctoral mobility may also include a complementary internship program. Long-term

doctoral mobility can be conducted as mixed mobility. Grant funding is subject to the Long and Short-Term Student Mobility Grant Rules.

PART TEN
(Enforcement and Execution)

Entry into Effect

ARTICLE 29- Upon approval by the Senate of Ibn Haldun University and from the date of its enactment, this directive shall encompass all international mobility endeavors active during the respective academic period, including grant-funded projects.

Implementation

ARTICLE 30- The execution of the provisions outlined in this directive shall be overseen by the Rector of Ibn Haldun University.

Approved at the Senate Resolutions dated 16.02.2024.