

KARABUK UNIVERSITY
EUROPEAN UNION AND YOUTH PROGRAMS / LIFELONG LEARNING
PROGRAM-LLP ERASMUS EXCHANGE DIRECTIVE

PART ONE

Purpose, Scope, Definitions and Authorized People and Institutions

Purpose and Scope

Article 1-

The purpose of this directive is to arrange the topics related to those students who are going to join the program in Karabuk University and those who are going to go to other universities and higher institutions within the scope of Erasmus student exchange Lifelong Learning Program which is among the "European Union Education and Youth Programs".

Definitions

Article 2-

Those below that take place in this directive refer to;

a) ECTS: European Credit Transfer System,

b)Unity: Institutions, Faculties, Graduate Schools and Job Graduate Schools linked to the university,

c) Unity Board of Directors: The Board of Directors of Institutions, Faculties, Graduate Schools and Job Graduate Schools linked to the university,

d) Erasmus: The infra program related to higher education of European Union Lifelong Learning Program,

e) Erasmus Student Declaration: The document given to the students who are going to join Erasmus exchange before leaving the university (**APPENDIX 1**),

f) Erasmus University Declaration (EUD): The authorization document that certifies a Higher Education Institutions is capable of joining the Erasmus Program,

g) Bilateral Agreement: Student/Instructor and Staff exchange agreement between our university unities and EU countries university unities that possess Erasmus University Declaration,

h) Work Plan: The document signed by the staff who went away for the program, chief of the related program and the other university that indicates the content and duration of the

works the staff is going to realize at the other university within the scope of Erasmus exchange,

i)KBU: Karabük University,

j)Coordinatorship: The Coordinatorship of University Foreign Affairs ,

k)Mark Conversion Table: The document that is prepared based on the transcript sent by the other university, and signed by the student, Erasmus Department Coordinator and Head of the Department after the student turns back to Karabuk University finishing the exchange period (**APPENDIX 2**),

l)Student Contract: A contract that is signed between Karabuk University and the student chosen for the Erasmus exchange program including education agreement, general provisions and other conditions together with student's final report (**APPENDIX 3**),

m)Education Agreement: The agreement signed by the student himself, Department/Program Erasmus Coordinator, Department/Program Erasmus Coordinator of the University he is going to go and which includes the University the student is going to go, the courses he is going to take, the credits of the courses (**APPENDIX 4**),

n)Education Program: The name of the course the staff is going to give abroad within the scope of Erasmus course giving exchange,

o)Rector: University Rector,

p)Senate: University Senate,

q)Internship Education Agreement:

The document (includes information related to topics like work schedule, talents, abilities, qualified instructorship and recognition, etc...) signed among the sender institution, the receiver institution and the student,

r)Internship Placement Agreement: The document (partners, place, duration, sponsor, etc...) signed between the sender institution and the student,

s)Recognition Document: The courses going to be taken within the scope of Erasmus Program and their equivalents in Karabuk University (**APPENDIX 5**),

t)National Agency: Head of European Union Education and Youth Programs Center.

Authorized People and Unities

Article 3 :

International Affairs Coordinator

International Affairs Coordinator (IAC) is assigned by the Rector among the instructors. He coordinates about every topic on Erasmus Program and other international agreements within the University in general. He signs the agreements on Erasmus and other education agreements. Together with University Erasmus Commission, he takes decisions on Erasmus Program and other international agreements within the university in general. He coordinates and controls the processes of those programs. He makes International Affairs Coordinatorship choose and place the students. He decides on the calendar of the education period. He provides the administrative affairs of the students who came to Karabuk University with Erasmus agreements and those who were chosen to go abroad to be managed. He provides the Erasmus Program to be promoted within the university and the promotion materials to be prepared, the correspondences to be processed with the related universities and the agreements to be updated. Moreover, he coordinates among Rectorship, the coordinatorships of Faculty/ Institution /Department/Division, Student Deanship and Head of the Administrative and Financial Department.

Erasmus Commission at University

It consists of Faculty and Institution Erasmus coordinators and International Affairs Office Coordinator headed by University Erasmus Coordinator. It takes decisions on Erasmus and other exchange programs within the university. It coordinates and controls the processes of exchange programs, provides the students to be chosen and placed. He decides on the calendar of the education period.

Faculty Erasmus Coordinator

Faculty Erasmus Coordinator is assigned by the Dean of the faculty among the instructors. He conveys the progressions on Erasmus Program and the decisions taken to the Department Erasmus

Coordinator. He coordinates among Department Erasmus Coordinators and provides the decisions taken to be put into process.

Institute Erasmus Coordinator

The institute erasmus coordinator is assigned from the institute assistant directors by the institute director. The institute erasmus coordinator informs the department erasmus coordinators about the developments and decisions made on the erasmus program.

Department Erasmus Coordinator

Department Erasmus coordinator is assigned from the academics by the head of the department. The department erasmus coordinator presents the program, announce the news and helps the students who want to join the program with their academic course selection. Directorate, faculty erasmus coordinator, international cooperation office and the head of department work together to choose the students who want to attend the program and to sign a contract and put it into motion. The students who return from abroad are guided on the approval of the courses that they took while in the exchange program. Department erasmus coordinators advise the students who come from abroad on their course selection.

Institute Department Erasmus Coordinator

Institute department erasmus coordinator (IDEC) is assigned from the academics by the IDEC. For masters degree programs, the department erasmus coordinator is IDEC erasmus coordinator as well. In this case there is no need to assign another IDEC erasmus coordinator. Department erasmus coordinator presents the program in IDEC, announces the related news and helps post graduate students who want to join the program with their academic course selection. Faculty erasmus coordinator and the international erasmus coordinator work together to choose the students who want to attend the program and to sign a contract and put it into motion. The students who return from abroad are guided on the approval of the courses that they took while in the exchange program. IDEC coordinators advise the students who come from abroad on their course selection.

International Relations Coordination Office

International Relations Coordination Office (IRCO) which works under the authority of the Rectorate, runs the administrative processes of the students who came from abroad via the contracts and the students who are chosen to go abroad. The IRCO presents the program and prepares advertising materials in the university. IRCO runs the paperwork with the partnering universities, updates the contracts, works with responsible coordinators; student affairs office, strategy development office and European youth and education community. The academic units and international relations coordination office are informed about the coordinators who are assigned or have finished their term. The university, cannot conserve the accommodation rights of the students who stay in the dormitories which are affiliated with the Higher Education Grants and Accommodation Institution. Preserving the students accommodation rights, requires the students to keep paying their dormitory fees while abroad in an orderly

fashion. Accordingly, UIB is responsible for providing Higher Education Grants and Accommodation Institution with the formal paperwork including dates and location in which the student is going to stay abroad.

PART 2

Student Exchange Principles

Article 4:

There is a need for a mutual contract signed by universities which own KBU and EUB for all changes in the erasmus program.

In the internship process there's no need for a mutual contract and EUB, a letter of intention is sufficient. In this situation individual student internship contracts with the approval of related partners will be suffice.

- a) The students who want to join the erasmus program have to be enrolled, graduate, post graduate or doctorate program. These students, go abroad in order to fulfill their responsibilities and they get erasmus grant.
- b) The students who want to join the erasmus internship program have to be enrolled, graduate, post graduate or doctorate program. These students go abroad in order to complete internship activities in other corporations which fit the definition, institutions, coporations, education and research centers and they get erasmus grant.
- c) Students apply online. During the application process they have to have an approved transcript from the students affairs office.
- d) The prep school students and freshman cannot participate in the erasmus program but they can only apply for the program in the first year to be an erasmus student in the following year. An internship process doesn't have the need for the grade level of the student.
- e) In masters degree programs, prep school students cannot participate.
- f) The students who are going to apply for the program should have at least a 2.20 GPA, for the masters degree students the GPA should be at least 2.50 out of 4.0
- g) The students should apply for the related program which is defined by the university and the national agency. **If there is no decision made by the department, students who have failed classes can apply for the program.**
- h) Applications are sent to the IRCO after being checked by the department coordinators.
- 1) A student can get a grant once for the erasmus and internship program.
- i) Students who have got a history of disciplinary actions cannot apply for the program.**

Article 5

- 1) The written language which is done to determine the students language proficiency is prepared by the commission from the school of foreign languages. Exam results are sent to the international relations office with an official report.
- 2) The lists which contain all erasmus program mutual contracts are announced on the university's website. Students can get the information about the erasmus program and application terms from the erasmus coordination offices and the website.
- 3) In the selection of erasmus students a grading system is defined by the university erasmus commission and the national agency. The results are posted on the international relations office website and are sent to the related department by the IRCO.

4) The changes which are to be made in education contracts should be completed before the exchange term and be reapproved by both his own higher education institution and the partnering higher education institution. Otherwise the student is responsible for any kind of course or semester loss.

5- Students who are registered for postgraduate or doctorate programs can benefit from Erasmus Programs during their training or thesis period via their supervisor's convenient point of view.

6- Postgraduate students should fulfill the minimal conditions indicated in KBU Postgraduate Education and Training, and Exam Regulations. Those who have not fulfilled the condition are to complete the credits of compulsory subjects and are to be successful during the legal period by taking the courses they have taken before.

7- The compulsory internship period which is in the scope of Erasmus internship exchange curriculum is exactly recognized by using the ECTS credits. While the internship is not compulsory within the curriculum, recognition may be managed under the condition that the time for placement spent abroad is noted down on the Diploma Appendix. The internship within this program needs to be obeying the program's internship principles in order to be counted as the compulsory internship which the student is registered for.

8- Within the scope of postgraduate training exchange, those who leave at the thesis period are to make an agreement with the university where the students get at least 30 ECTS credits in return for their studies which they have done each term. The postgraduate student who studies abroad is to communicate continuously with the thesis supervisor of his and is to inform the supervisor instructor about every step of his study. Nonetheless the studies of the postgraduate students who leave at the thesis term have the characteristics of research, the students are to present the academic standing which shows the corresponding ECTS credits to the relevant institute.

9- A student may receive a grant from Erasmus Training and Internship Exchange for once for each of them.

10- Without checking in their own university during the period the students study abroad, only the evening education students continue to pay the school fee they have normally paid.

PART 3

The Acts To Be Done After Student Election

Article 6

(1) Student hands in the Learning Agreement which he has prepared with the department coordinator of the Erasmus Learning Exchange and which indicates the names of these subjects and their credits, and Recognition Sheet along with a printed petition to the academic department where he is involved. While the Learning Agreement is made, the subjects to be studied abroad are to be determined by Erasmus Department Coordinator, and the subjects that have been determined are to be presented to the student and the supervisor and to the

International Affairs Coordination and Student Affairs Head of Department after the offer of the department council and the approval of the unit board of management.

(2) It is not necessary for the subjects that the student will study abroad to correspond exactly to the subjects that the student is to take during the relevant midterm/term in our university. However, choosing the closest subjects as the content that belong to that midterm/term is vital.

(3) The Placement Agreement is signed between KBU and the student in internship exchange. Student hands in the Placement Agreement along with a petition to the academic department which he is involved. Training Agreement is signed between KBU, the company that hosts the students and the student. Student prepares the Training Agreement which includes information about schedule, skill, competence, master didactic quality and recognition together with Erasmus Internship Exchange Coordinator and the company that hosts the students.

Article 7

For students at the bachelor's level and associate degree, deanships and headships send the decision which is made by discussing the transmitted decisions of the department at the Board of Management to the Student Affairs Head of the Department and International Affairs Coordination. For postgraduate students, institutes transmit the decisions by putting the decisions of head of department through the Board of Management to the International Affairs Coordination and Student Affairs Head of Department.

Article 8

Students who benefit from Erasmus Exchange Programs are to get 30 ECTS credits-subjects (European Credit Transfer System; ECTS). For students at the associate degree/ bachelor's level, the total of the credits of the equivalent subjects which will be valid in the university cannot overstep the limits that are indicated in the articles related to course load in the Regulations of the University. (KBU Training-Learning Regulations Article 23/5-6.subclause.

Besides, when the matching of the subjects of students who participate in the exchange, the total ECTS credits of the equivalent subjects in KBU cannot be higher than those of the university abroad.

Article 9

The Learning Exchange-Students, before they receive a grant for Erasmus exchange, sign a student contract with the university and a printed affirmative covenant that KBU prepares.

Article 10

Before the learning period starts, every student is given an "Erasmus Student Declaration" which indicates right and obligation by the International Affairs Coordination. Before they go abroad, it is very essential for the selected students to join an Orientation prepared by the University in order to overcome the possible problems they will face and to make the exchange successful.

Article 11

During the period the students study abroad, the students continue to pay the school fee which they normally do by registering to their own council of higher education. Students cannot freeze their registrations.

PART 4

Academic Recognition

Theme 12-

The scoring process of the post graduate students who completed his/her education is done by administrative board taking account of the score assessing system of the university he/she had education and the related units of Karabuk University's Post Graduate Education and Training and Testing Regulations are based on.

Theme 13-

Student has to get a current Learning Agreement, a Transcript of Records which shows his grades and Confirmation Letter which shows the beginning and the ending dates of the education he had from his/her university in the end of the each year he/she trained abroad. Trainee student has Certificate of Attendance which shows the beginning and the ending dates of his/her training from his/her training institution.

In pursuit of the student's return from mobility, The score conversion table must show the lessons he/she succeed, AKTS credit rates and grades related with these lessons, and the lessons which he/she is exempted from at his/her own university and AKTS credit rates and grades related of these lessons. In this document AKTS credit of the succeeded lessons and the AKTS credit of the exempted lessons should be equal. An example of this document should be kept in the student's file. Furthermore there should be a special code with the succeeded lessons' original names, credits codes and grades in the transcript of the student's university.

The decisions of the administrative board is transmitted to the Coordinatorshio of International Relationships and Registrar's Office by the relevant department.

Theme 14-

The students who go to the universities which gives education and training more than two in one academic year can use consecutively the university's terms more than one, on condition that having 30 AKTS credits for the corresponding terms of Karabük University's one term.

PART FIVE

Personnel Exchange

Theme 15-

Erasmus Personnel Mobility can be performed as part of b2b agreements for performing Erasmus Mobility of the university which has EÜB or between the university which has EÜB and businesses (without necessity of agreement).

Erasmus Personnel Mobility activity is divided into 2 subactivities in itself

a) Lecturing Mobility: This is the subactivities field which gives opportunity for lecturing of the lecturers work in the universities which has EÜB in a European University which has EÜB at least 5 hours at most 6 weeks in one academic year.

b) Traineeship Mobility: This is the subactivities field which gives opportunity for instructors , executive group and administrative staff Works in a university which has EÜB for having an education in a university or institutions which has EÜB and for the personel who works in an institution in abroad for lecturing in a university which has EÜB.

Theme 16-

The salary and the other rights of the academic staff and the administrative board who practices on the Exchange proceeds exactly the same.

Theme 17-

In Lecturing Mobility, there should be a curriculum accepted by both the sender and the gusted higher education institution. Curriculum should be signed by the institutions and

has the minimum conditions which are defined in the rider of the agreement signed by the National Agency and Higher Education Institution. In Traineeship Mobility, there should be a plan of action accepted by both the sender and the guested institution. Plan of action should be signed by the institutions and has the minimum conditions which are defined in the rider of the agreement signed by the National Agency and Higher Education Institution .

Theme 18-

The academic and the administrative personnel who practice on Erasmus Personnel Mobility is supposed to present a certificate of attendance which shows the guesting , lecturing / training duration in the host higher education institution or business

The personel who practices on Erasmus Personnel Mobility is supposed to present the activity report as in the defined ways by National Agency within 30 days following the end of the mobility activity.

Theme 19-

The second Erasmus Grant

In need of the national priorities defined by EU Commission and the Center , for making more personnel practices on the activity ,a personel is provided to get on practise on lecturing and training just once in the same agreement term. However, if there is not an application which is not qualitative for Exchange potential and in case of documentation of this, it is possible to practice on personnel mobility of the same personel more than once in the same agreement term.

Theme 20-

Personel Mobility without Grant

Personnel mobility can be performed without Grant.

PART SIX

Grants and Contracts

Article 21

Karabuk university do a deal that the parties admit all the responsibilities regarding to the acceptance of the grant by getting the contract signed prior to the transfer of the grant to the student / academic staff / administrative staff.

Article 22

Any other activity or program carried out by the European Commission can not be supported and given grants in order to meet expenses within Erasmus Student Mobility Program.

Article 23

80% of the total grants is given to the people making use of learning mobility or staff exchange. The remaining portion of 20% is given after bringing of the relevant documents in his return. 80% of the total grants is given in two separate payments to the students going for more than one term.

100% the total grants is given to the students benefiting from training mobility in necessary conditions.

Article 24

The amount of grant is determined by National Agency Erasmus Coordinator in each year.

PART SEVEN

Repayment

Article 25

International Relations Office may decide that the student will repay a portion or all of the grant given according to the decisions made by the board he/she inheres in if the student benefiting from the change can not be successful during his study abroad.

The Students who have been transferred the grant to his account and abdicate at the last moment, give the grant back to the relevant account at the latest within 1 month from the

date of the grant is credited. The student is supposed to deliver the receipt to International Relations Student Coordinator and Strategic Development Office.

Abdicate Nomination

Article 26

Noble candidate who has not benefited or could not benefit from exchange is supposed to notify this situation to Erasmus Board in black and white within two months at the latest after the date of announcement of the list. In this case, the first replacement candidate in the list declared is benefited from the program.

PART EIGHT

Additional Grants For Disabled Students and Faculty Members

Disabled students / faculty members may be paid additional grants on the the following conditions below;

Article 27

- a) If The Change Costs exceed the amount of the grant specified in the Erasmus Manual,
- b) If local regional or national level of other sources are not provided.

Article 28

Erasmus Coordinator of the University make applications for students with disabilities or special needs and instructors to National Agency for source.

PART NINE

Incoming students and staff

Article 29

Each incoming exchange students enrolls in through Student Affairs Office/Erasmus coordinator of the department on the condition that he/she certify that he/she has health insurance.

Article 30

Foreign language courses may be given to the incoming students or midterm and final exam might be done in a foreign language if it is necessary.

Article 31

Notes of the exchange student and English and Turkish exam protocol prepared by the instructor who teaches that lesson are sent to Student Affairs Office/relevant institute via department and program.

Article 32

The uniform transcript prepared for learning mobility student is edited by the department, the program, Erasmus coordinator and sent to Student Affairs Office/ the institute via Erasmus Coordinator in order to be approved.

ABSENCE OF PROVISION

Article 33

In matters which there are no provisions in this directive, it is transacted according to the decisions in "Erasmus Application Handbook" which is prepared for each academic year by European Union Education and Youth Programs Directorate (National Agency) within the framework of Karabuk University Education and Examination Regulations and it is transacted according to Board Decision of relevant department on the other matters.

ENFORCEMENT

Article 35

The provisions of the Directive are carried out by Karabuk University Rector.

VALIDITY

Article 36

European Union Education and Youth Programs (Lifelong Learning Program) Erasmus Exchange Directive, which was adopted by Karabuk University Senate Resolution No. 2012-05 date 05.02.2012, was repealed.

Article 37

This directive comes into force from the date of adoption by Karabuk University Senate.

This Directive was adopted by the Senate Resolution No. 2013/07-51 date 21.05.2013.

1) Erasmus Student Charter

2) Note Conversion Chart

3) Student Agreement

4) Learning Agreement

5) Certificate of Recognition