

T.C.
ALTINBAS UNIVERSITY
FULL RECOGNITION GUIDELINES FOR
STUDENT EXCHANGE PROGRAMMES

Purpose and Scope

Article 1 - To regulate the application procedures and principles of full recognition to be carried out within the scope of student exchange programmes at Altınbaş University.

Basis

Article 2 - This directive;

- (1) Erasmus Charter for Higher Education issued by the European Commission
- (2) Grant agreements signed annually with the Directorate for EU Education and Youth Programmes,
- (3) Erasmus+ Key Action 1: Mobility of Individuals for Learning Student and Staff Mobility in Higher Education between Programme Countries Handbook for Higher Education Institutions,
- (4) ECTS (European Credit Transfer System) User Guide (2015)
- (5) Guidelines for On-site Monitoring of the Erasmus Charter for Higher Education,
- (6) Altınbaş University Associate and Undergraduate Education and Training Regulations,
- (7) It has been prepared on the basis of Altınbaş University Graduate Education and Training Regulations.

Definitions

Article 3 - In these Implementation Procedures and Principles;

- (1) **AU** : Altınbaş University,
- (2) **ECTS**: European Credit Transfer and Accumulation System,
- (3) **Learning Mobility**: Students enrolled at Altınbaş University to carry out a part of their education at a higher education institution abroad, which is partnered with an inter-institutional agreement,
- (4) **Internship Mobility**: The process of receiving vocational training and/or gaining work experience related to the academic field(s) in which the student is enrolled at Altınbaş University (first year after graduation) in an institution abroad,
- (5) **Related Academic Unit Presidency**: Heads of Departments and Programmes in the Faculties / Institutes / Vocational Schools affiliated to Altınbaş University,
- (6) **Relevant Board of Directors**: Faculty Administrative Board in Faculties, Institute Administrative Board, School Administrative Board in Colleges and Vocational Schools,
- (7) **Host University**: Contracted Universities where students study during their exchange period,
- (9) **Host Institution**: The institutions where students do their internship during their exchange period,
- (10) **Relevant Erasmus Academic Coordinator**: Erasmus Faculty/Institute/Vocational School and/or Erasmus Department/Programme Coordinators appointed by the Heads of Departments and Programmes in the Faculties/Institute/Vocational Schools affiliated to Altınbaş University,
- (11) **Full Recognition (for Learning Exchange)**: The courses taken from the contracted universities and successfully completed, to be included in the calculation of the overall grade point average, to be indicated in the transcript and diploma supplements of our University, with the course code, name, credit (if using ECTS credit system) and grade in the contracted universities, and to indicate in the footnote (in 6.1. in the diploma supplement) within the scope of which exchange programme / agreement the courses in question were taken,
- (12) **Full Recognition (for Erasmus Internship Mobility)**: It means that the internship is carried out within the scope of Erasmus Internship Mobility, the date range in which the internship was carried out, the ECTS credits earned and the name of the institution where the internship was carried out are stated in the Diploma Supplement under 6.1. "*Additional Information*".

LEARNING MOBILITY

Article 4 - The following rules are taken as basis during the course selection and preparation of the learning agreement in learning mobility.

(1) The learning agreement is a document showing the courses and credits that our students who are eligible to participate in the study mobility will take at the host university before the exchange period and which will be considered equivalent to these courses at Altınbaş University (AU) and will be exempted if they are successful. The document is prepared with the support of the relevant Erasmus Academic Unit Coordinator and signed by all parties, including the host university officials, and submitted to the Erasmus Coordinator's Office before the exchange.

(2) During the exchange period, the number of ECTS credits that students must take for a semester is at least 28 and at most 45, provided that they comply with the credit taking rules in the University Regulations on Associate Degree Education, Education and Graduate Education. Exceptions are agreed upon with the host university and the Erasmus Institution Coordinator and the relevant Erasmus Academic Unit Coordinator.

(3) Students who are in the thesis stage at the master's and doctoral level should write their work as "thesis work" in the study agreement and the equivalent at AU should be stated as "thesis work". Students are also required to obtain a letter of acceptance from a faculty member at the host university who will follow their thesis work.

(4) If there is no supervisor faculty member for the thesis study at the host university, the student must choose at least 30 ECTS courses for 1 semester and at least 60 ECTS courses for 2 semesters. The courses selected at the host university are matched with the thesis study at AU.

(5) The work to be carried out in the host institution and the work to be recognised at AU by the students who are in the preparation stage of the PhD level thesis are recommended by the Erasmus Academic Unit Coordinator and determined by the Head of the relevant academic unit.

(6) All courses to be taken at the Host University must be written in the Learning Agreement with their ECTS credits and codes, if any. The courses to be recognised at AU must be written in the Learning Agreement with their codes, names and credits opposite the course abroad.

(7) If there is a difference in the number of credits to be taken and recognised, it is recommended that the total difference should not exceed 2 ECTS credits. In cases where equality cannot be achieved, it is essential that the number of ECTS credits of the courses to be taken at the host university is higher.

(8) Students enrolled in Double Major and Minor Programmes can take courses from both departments in which they are enrolled if approved by the host university. The study agreements of these students must be signed by the Erasmus Academic Unit Coordinator of both departments.

(9) In the learning agreement document, a course taken at the host university can be matched with more than one course at AU, provided that the course contents and total ECTS credits are compatible. Likewise, more than one course at the Host University can be matched with a course at AU.

(11) The document must be prepared before the exchange and it must be signed by all parties (Student, AU: Erasmus Academic Unit Coordinator, Head of the relevant Academic Unit or the Student's Counsellor,

Erasmus Institution Coordinator, host university authorities) officially enters into force after signature.

Article 5 - If it is necessary to add/drop courses and make changes in the Learning Agreement, the following points are taken as basis;

(1) The student can make changes in the courses in the study agreement within 1 month from the start date of the education at the host institution with the approval of the relevant Academic Unit Coordinator and the Erasmus Institution Coordinator. It is possible for the student to make changes if it is possible to make changes later, provided that it is in accordance with the academic rules of the host institution.

(2) If changes are required in the mapped courses at AU, they should be indicated in the relevant section of the learning agreement (*During Mobility*).

(3) In case of added or removed courses, the minimum and maximum ECTS credits per semester and the ECTS credit difference to be recognised must comply with the issues specified in Article 4- (2), (7).

(4) Courses added and dropped at the host university must be added to the document in full with their equivalents at AU.

(5) The student is responsible for making the change on time and in accordance with the procedure.

(6) The add-drop section of the Learning Agreement (*During Mobility*) becomes officially effective after it is signed by all parties (Student, AU: Erasmus Academic Unit Coordinator, Head of Department or Student's Counsellor, Erasmus Institutional Coordinator, host university authorities).

Article 6 - The following points are taken as basis for **the transcript** to be accepted for the adjustment process;

(1) Providing a transcript is mandatory for recognition, and documents issued for educational activities carried out by the host university, indicating the ECTS credits and grades for participation in the activity in question, can also be accepted with the approval of the relevant Academic Unit Head and the decision of the relevant Board of Directors.

(2) At the end of the exchange, the transcript document showing the student's success status for the courses taken at the host university is provided by the university in question.

(3) Master's and PhD students who are working on their thesis should provide a document approved by the host university showing that they have been working on their thesis (thesis topic can also be specified) during the exchange dates instead of the transcript document. The student enters the thesis jury at AU after the mobility.

(4) The original or the electronic version of the transcript document, which can be valid instead of the original, must be submitted to the Coordination Office at the end of the exchange.

Article 7 - Making and implementing **the adjustment** decision;

(1) The course equivalents of the courses to be recognised in our University are also shown in the Transcript and Diploma Supplement.

(2) In accordance with the rules of the European Commission, the relevant Board of Directors takes an adjustment decision in accordance with the courses and course equivalents specified in the student's Learning Agreement (*Before Mobility*) prepared before the mobility and the Learning Agreement (*During Mobility*) during the mobility.

(3) When making the adjustment decision for the courses taken at universities that use ECTS grading system or provide the conversion table of local grading systems to ECTS grades, Table.1a and Table.1b are taken as reference for grade conversions,

GONE			
TABLE.1a		TABLE.1b	
Associate Degree / Undergraduate		Master's Degree/PhD	
ECTS NOTE	AU NOT AGAINST	ECTS NOTE	AU NOT AGAINST
A	AA	A	AA
B	BA	B	BA
C	BB	C	BB
D	CB	D	F
E	DC	E	F
FX	F	FX	F
F	F	F	F

(4) Table.2a and Table.2b are sent to partner universities abroad in order to convert the grades of the courses taken by our incoming exchange students from our University,

INCOMING			
TABLE.2a		TABLE.2b	
(Associate Degree / Undergraduate)		(Master's / Doctorate)	
AU NOTE	ECTS NOT AGAINST	AU NOTE	ECTS NOT AGAINST
AA	A	AA	A
BB / BA	B	BA / BB	B
CB	C	CB / CC	C
CC / DC	D	F	F
DD	E		
F	F		

(5) For the local grading system of the institutions that do not use ECTS credit system and do not use ECTS grading system or do not provide the conversion table of local grading systems to ECTS grades, the Erasmus Coordinatorship creates a conversion proposal together with the relevant Erasmus Academic Unit Coordinator and sends it to the Education Commission.

(6) After the conversion decision is taken for the grade system of universities that do not use the ECTS grade system or do not provide the conversion table of local grade systems to ECTS grades, if the university in question starts to provide the conversion table, the decision taken at our University is cancelled.

(7) The grade of the courses evaluated without a letter grade such as "Passed", "Satisfactory", etc. is assigned as "Successful" on the AU transcript in the same way and is not included in the average.

(8) If any course taken by the student does not appear on the transcript, the course in question is transferred unsuccessfully.

(9) If there are courses or courses that are not included in the learning agreement but are included in the transcript document, that is, if the student has taken extra courses or courses other than the courses specified in the learning agreement, the course matching of these courses at AU is not made later.

(10) In the recognition of courses for which the code is not specified in the transcript of the Partner University, the Registrar's Office assigns a code starting with "ERA" for the relevant course.

(11) If a course at the Host University is matched with more than one course and the matched courses belong to more than one course group, the recognised course is associated with all the relevant course groups and the student is considered to have dropped the obligation to complete the relevant course groups for graduation.

INTERNSHIP MOBILITY

Article 8 - The following rules are taken as basis during the preparation of the learning agreement for internship mobility;

(1) The learning agreement covering the job description at the institution where the student will do internship is prepared with the support of the relevant Erasmus Academic Unit Coordinator and signed by all parties, including the host university authorities, before the mobility. It is submitted to the Erasmus Coordination Office.

(2) The student's job description must be related to the academic programme in which the student is enrolled.

Article 9 - In case it is necessary to amend the Learning Agreement, it is essential that the student's job description is directly related to the academic field in which the student is enrolled.

Article 10 - The documents of the students who have successfully completed the Erasmus Internship Mobility (Erasmus Learning Agreement for Internship) are sent by the Erasmus Coordination Office to the Registrar's Office so that they can be processed into the Diploma Supplements of the students.

Enforcement and Execution

Article 11-(1) This Directive enters into force as of the date of its adoption by the University Senate.

(2) This directive is executed by the Rector of Altınbaş University.