

**FENERBAHÇE UNIVERSITY**  
**DIRECTIVE ON ERASMUS+ EXCHANGE PROGRAMS**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of this Directive is to regulate the procedures and principles concerning Erasmus+ exchange programs.

**Scope**

**ARTICLE 2** – (1) This Directive comprises provisions related with mobility of students, academic and administrative staff participating in Erasmus+ exchange programs, and duties, responsibilities and authorities of the related units and persons.

**Basis**

**ARTICLE 3** – (1) This Directive is prepared on the basis of principles stated in the European Declaration for Higher Education Institutions, the grant agreement signed every year with the Centre for European Union Education and Youth Programs (Turkish National Agency), the conditions stated in the implementation manual issued by the Turkish National Agency, and the legislations and policies adopted by Fenerbahçe University in the fields of education-training, internationalization and quality.

**Definitions**

**ARTICLE 4** – (1) Whenever used in this Directive, the following terms shall have the meanings assigned to them below:

- a) ECTS: European Credit Transfer System,
- b) Unit: Institutes, faculties, schools and vocational schools within the structure of Fenerbahçe University,
- c) Unit Board: Boards of institutes, faculties, schools and vocational schools within the structure of Fenerbahçe University,
- d) Unit Director: Deans of faculties and directors of institutes, schools and vocational schools within the structure of Fenerbahçe University,
- e) Administrative Board of the Unit: Administrative boards of institutes, faculties, schools and vocational schools within the structure of Fenerbahçe University,
- f) Directorate: International Relations Directorate,
- g) Erasmus+ Exchange Program: Student's receiving university education, doing their internship, and mobility of staff for teaching or getting training by means of Erasmus+ inter-institutional agreements within the scope of Erasmus+ exchange program,
- h) Receiving Institution: University to which mobility will be carried out,
- i) Rector: Rector of Fenerbahçe University,
- j) Senate: Senate of Fenerbahçe University,
- k) Turkish National Agency: Ministry of European Union Centre for European Union Education and Youth Programs,
- l) Implementation Manual: Source document issued by National Agency to determine basic implementation principles concerning activities of Erasmus+ exchange program of the related Project period,
- m) University: Fenerbahçe University,
- n) Beneficiary: Students and staff of Fenerbahçe University.

## **Duties and Responsibilities of Authorized Units, Commissions, Persons**

**ARTICLE 5** – (1) Duties and responsibilities of authorized units, commissions and persons are stated below.

- a) Unit Coordinator: They make the organization of Erasmus+ exchange programs at the unit level and is appointed by the related unit director. Their period in the Office is 3 years and can be reappointed.
- b) Department/Program Coordinator: Unit/Program coordinator introduces the Erasmus + exchange programs to the related section/program and promotes the participation of more beneficiaries. They advise students that want to benefit from Erasmus+ exchange programs on their university and course selections and sign the learning agreements by the authorization of Rector. They carry out the procedures concerning the equivalence of courses taken during the mobility period by the students whose Erasmus+ exchange programs has finished and who have returned from abroad. They advise students returning from Erasmus+ exchange programs abroad on the fields of their course selections and other academic issues and on their adaptation process to the department/program. They are appointed by the related department/program chair. Their period of office is 3 years and can be reappointed.
- c) Erasmus+ Institution Coordinator: They ensure coordination throughout the University with the scope of Erasmus + exchange programs. They sign Erasmus+ exchange program agreements, beneficiary agreements, and beneficiary grant agreements by the authorization of the Rector. They work within the Exchange Programs Selection Commission and is appointed by Rector. Their period of office is 3 years and can be reappointed.
- d) Erasmus+ Institution Assistant Coordinator: They support Erasmus+ Institution Coordinator in every aspect of the process and are appointed by the Erasmus+ Institution Coordinator.
- e) Exchange Programs Selection Commission: This commission consists of 7 members, 5(five) of them being permanent and other 3(three) being reverse members that are all appointed by the rector. Erasmus+ Institution Coordinator and Director are members of the commission as of right. It ensures that the procedures of grant decision and the selections of beneficiaries are carried out in fair, transparent and unbiased manner and signs the records of decisions taken and selection lists.
- f) Financial Affairs Directorate: It is responsible for making grant payments.
- g) Student Affairs Directorate: It executes the course and registration procedures of incoming and outgoing students.
- h) Rector: They ensure the implementation of Erasmus+ exchange programs in accordance with the internationalization and quality programs at the university level. They sign Erasmus+ exchange programs' inter-institutional agreements on behalf of the institution, and sign Erasmus+ Grant Agreements together with Chairperson of the Board of Trustees.
- i) Directorate of International Relations: It is responsible for procedures related to the implementation of Erasmus+ exchange programs at the university level. Within the framework of Erasmus+ exchange programs, it informs beneficiary candidates by organizing introductory meetings in the university at least once in each academic year. It exchanges correspondences with the university abroad that are suggested by academic units for agreement, and the universities with which collaboration continues. It follows up on agreement updates and carries out the signing process by receiving department/program approval. It makes grant applications to the Turkish National Agency for Erasmus+ exchange program, and exchanges required correspondences with Turkish National Agency. It works with Exchange Programs Selection Commission for the implementation of Erasmus+ exchange programs and the use of budget, and realizes the decision taken. It prepares interim/final reports requested by the European Commission and Turkish National Agency during and at the end of the term of the agreement of the related Project period.
- j) International Relations Director: Within the scope of Erasmus+ exchange programs, it ensures coordination throughout the university in every aspect of the process. It carries out, follows up and

monitors duties stated within the body of Directorate.

## PART TWO

### Students Outgoing Within the Framework of Erasmus+ Exchange Programs

#### Application Conditions

**ARTICLE 6** – (1) Students that will apply for Erasmus+ exchange programs should meet the following conditions.

- a) They should be full-time students enrolled in a department/program at associate, undergraduate or graduate level.
  - b) They should have continued education at least one academic term at the associate and undergraduate level.
  - c) Graduate students whose grade points on average has not been established in the registered program at the time of application may apply with their previous undergraduate or graduate program graduation grade by submitting related documents.
  - d) For application, current grade point average should be at least 2.20/4.00 at the level of associate and undergraduate degrees, and at least 2.50/4.00 at the level of graduate degree.
  - e) They should have fulfilled the application conditions, if any, of the enrolled department/program.
- (2) Application conditions to be used for Erasmus+ Student Mobility shall be determined according to the conditions stated in the Implementation Manual of the related Project period issued by the Turkish National Agency.
- (3) Double major student may submit application to Erasmus+ exchange program for one of the double major programs in one application period, thus they may participate in mobility.
- (4) Research assistants should have obtained written approval of the unit director at the time of application.
- (5) Students of English and Turkish language preparatory programs and scientific preparatory program may not apply to Erasmus+ exchange programs.
- (6) Students who have suspended study may not have education and internship mobility in the period of study suspension. However, application can be made for mobility in the period of suspension.
- (7) In order for students of thesis masters programs and doctoral students that have completed their credit or non-credit course load at graduate level to benefit from Erasmus+ exchange programs, positive opinion of their thesis supervisors and chair of the related departments, and also the decision of the administrative board of the Institute are required.
- (8) If courses to be taken within the scope of Erasmus+ exchange programs are given in a language other than English, student should know this language at the minimum level determined by the receiving institution, and should document that.
- (9) Erasmus+ student mobility period of a student within the same level of study (undergraduate, masters, doctoral degrees), as an Erasmus Mundus scholar, if applicable; or student mobility period realized in 2014-2020 Erasmus+ period and student mobility period realized in new Erasmus+ period (2021-2027) may not be longer 12 months in total. Total period of student mobility activates (education/internship) realized within the same level of study may not exceed 12 months even though no grant is given. Total period is at the most 24 months for programs which two degrees are combined (such as joint PhD), and where two degrees are completed within a single state degree (such as medical education).

(10) Students may not benefit from Erasmus+ exchange programs in the stages of doctoral programs specified below.

- a) In the last semester in which PhD qualifying exam should be taken for students who have not taken the qualifying exam.
- b) In the last semester in which thesis proposal defence should be made.
- c) In the last semester of the maximum duration of the program.

### **Application Procedures**

**ARTICLE 7** – (1) Applications for Erasmus+ exchange programs data updates on the directorate web page.

(2) Student applicate accordingly to the amount of universities assigned by the Exchange Program Selection Commission. Students must determine their preferences according to the related university's academic calendar, candidate nomination and application deadline, institution's lesson framework, lesson schedule, content of lessons, education language, lessons ECTS values and/or credit system and other relevant conditions. During applications, students should consult the related coordinators, and thesis and/or academic advisors. The application form is approved by the department/program coordinator.

(3) Student specifies preferred universities and completes the application form before the deadline, corresponding to the announced regulations.

(4) Applications are assessed by directorate and the accepted students' evaluation process commence.

(5) During student placement process executed by Exchange Programs Selection Commission, Directorate may issue a new application and evaluation calendar if an instance of vacant positions occurs.

### **Evaluating and Placement**

**ARTICLE 8** – (1) Evaluation standards and weighted scores used in Erasmus+ student mobility applications must conform to the criteria stated in the Implementation Manual of the related project period issued by Turkish National Agency.

(2) Standards determined for the related project period, and stated before application process, are taken into consideration during the application evaluation. Student's selection is made; in consideration to the specified and stated standards for the summed scores, specified university and their vacancy positions, the grant amount allocated to the university and when required consulting of the related coordinators, and thesis and/or academic advisors assessment can be taken, within the framework of principles specified by Exchange Programs Selection Commission.

(3) Students whose applications has been accepted, are obligated to enter the English Language exam organized by Foreign Languages Department and deliver exam results within the specified period of application. Language score must be B1 level minimum and scored in the 100 grading system. The Common European Framework of Reference global scale levels for university Erasmus+ language exam is found in Appendix-1. This score is used for student's placement in an institution. If the university or institution placement requests a different English sufficiency document, a sufficiency document for an alternate language and/or score, the student is responsible for delivering the related document and/or score during application to the receiving institution, before the deadline designated by the institution.

(4) Student placement score is calculated as %50 grade averages and %50 foreign language score out of hundred. The "+", "-" score evaluating standards stated in the Implementation Manual of the related project period is added to the students final placement score. In accordance with the students' preferences and their final score, students are subjected to the placement progress.

- (5) The placement process is executed by the Exchange Programs Selection Commission and the placement list is recorded with official report.
- (6) For students with identical scores preferring the same institution, the priority is given to the student with the birth date closest to the present time (the youngest).
- (7) Evaluation and placement results are announced on the Directorate web page and/or via message. Additionally, Exchange Programs Selection Commission issues the process of objections for selection results and its calendar.
- (8) A placement process initiated to an institution doesn't mean qualification has been earned. Student must apply and receive acceptance letter from the receiving institute.
- (9) Students who earned the right to benefit from Erasmus+ Exchange Programs, the semester before departure, application condition is re-evaluated by the Exchange Programs Selection Commission. When necessary, the student's right to benefit from Erasmus+ Exchange Programs can be terminated by the commission.
- (10) Erasmus+ Exchange Programs duration can be extended in the same project period without exceeding 12 months. Extension process initiates: with the approval of department/program coordinator, Erasmus+ Institution Coordinator approval, receiving Institutions approval, and without influencing next year's academic quota.
- (11) Students whose extension has been approved are required to prepare related documents regarding the extended semester and must sign zero-grant agreement. Otherwise, even if an extension is approved, the mobility cannot be identified.
- (12) Students extension requests should be notified to the Directorate in written form at least 1 (one) month before end of mobility.
- (13) Students who earned qualification for Erasmus+ exchange programs for one academic year, cannot postpone it to another academic year.

### **Courses to be taken, Academic Approval, Learning Agreement**

**ARTICLE 9** – (1) Student should inform the department/program coordinator about the course/s they would like to take from the receiving institution, the lesson schedule of these courses, ECTS value and courses of Fenerbahçe University they request to counterpart, before they take the courses. The courses student, who participates in Erasmus+ exchange programs will be taking from the receiving institution, is determined by the related department/program coordinator.

(2) The determined courses and counterpart courses of Fenerbahçe University is indicated in the learning agreement, and is signed by the student and related department/program coordinator. The learning agreement and the form indicating which course counterparts which course, that is signed by the student and the department/program coordinator, is sent to the related unit director for the decision of the administrative board of the unit. The administrative board of the unit then sends their decision to the related student, related department/program coordinator, Student Affairs Directorate and the Directorate.

(3) Students who participate in the Erasmus+ exchange program are obligated to take a course of 30 ECTS value in one semester. In case of a force majeure reason and/or depending on the receiving institution's program, a student's course total in one semester can be at most 36 ECTS, at minimum 24 ECTS value. A learning agreement won't be approved and student's mobility will be terminated, if it has been prepared with ECTS value below 24.

(4) ECTS value of courses taken from the receiving institution must be equivalent to the courses from Fenerbahçe University. However, depending on the receiving institutions academic program and/or in case of a force majeure reason, the difference can be at most "+"-" 3 ECTS value.

(5) Students are obligated to inform in written form and receive approval from the related department/program coordinator about all the changes made to the lesson schedule before the related semester is completed. Changes made to the learning agreement for certain reasons should be made 4-7 weeks before the start of the receiving institutions academic semester and have the related change form signed by the department/program coordinator to update the decision by the related administrative board of the unit. Otherwise, whole responsibility is left to the student.

(6) The student is responsible for the signing of the learning agreement, if any, the changed learning agreement by all sides in time.

### **Application to the Receiving Institution and Acceptance Period**

**ARTICLE 10** – (1) Once the student nomination process is complete, the nominated students' credentials are sent to the receiving institution by the Directorate. Receiving institutions announce their own application conditions and dates. Students must apply to the receiving institution. Preparing the requested documents by the receiving institution and applying to the receiving institution is the student's responsibility. However, the Directorate offers counselling service to the related student for document preparation.

(2) The application documents are sent in coordination with the student and the Directorate before the deadline.

(3) The rejection of a student's application by the receiving institution is not a responsibility of Fenerbahçe University.

(4) Visa, travel and all other related procedures are responsibility of the student. If the student requests, the Directorate can give visa assistance letter.

(5) A student's status is not finalized without the letter sent by the receiving institution.

(6) Student who got accepted to the Erasmus+ exchange programs by the receiving institution cannot postpone their right to another academic year.

### **Outgoing Students Status in Fenerbahçe University**

**ARTICLE 11** – (1) Students are considered on leave during their education period at the receiving institution, their student status at the University continues and is added to their maximum education period.

(2) The related administrative board of the unit the student is bound to consider the student on leave as they are participating in Erasmus+ exchange programs.

(3) When student terminates mobility, changes semester, or takes action in similar situations, they are obligated to request update on the decision of the related administrative board of the unit with a letter of application. The decision of the related administrative board is sent to the student, related department/program coordinator, Student Affairs Directorate and Directorate.

(4) The situation of research assistants who want to participate in Erasmus+ exchange programs are evaluated according to the related legislation.

(5) For students with scholarship participating in Erasmus+ exchange programs, the continuation, freezing, or terminating their scholarship is at the related persons or institution's discretion.

## **Erasmus+ Grant Agreement and Grant Payment**

**MADDE 12** – (1) The directorate notifies the Financial Affairs Directorate on the student's name, surnames that are approved by the receiving institution and are on the approved placement list of the Erasmus+ Selection Commission and the maximum grant amount to be given. Payment isn't made to participants who are not on the placement list.

(2) To sign the grant agreement, students must send all requested documents to the Directorate.

(3) Regardless whether it's grant or zero-grant, grant agreement is signed between all the students participating in mobility and the university. Grant agreement must be signed before mobility starts. Students' participation is finalized with this agreement signed before mobility.

(4) Grant payment is made with two hire purchase. The first payment's rate, for student mobility is over 5 months, for internship mobility is 80% over 3 months.

(5) For the first hire purchase of the grant payment to be made, it is compulsory for the documents announced before student mobility to be delivered, grant agreement to be signed, and first online language exam to be completed.

(6) The first payment made to the students is made under the conditions indicated in the grant agreement.

(7) To a student, for student mobility maximum 5 months payment, for internship mobility maximum 3 months payment is made. Student's final earned grant is calculated with the maximum amount of payment taken into account, over the mobility process.

(8) In proportion with the period of stay, after the mobility ends if the grant amount increases, an additional grant agreement is signed between the student and the university.

(9) Grant support for extended semester situation can differ depending on the budget allocated to the related project period of the university.

(10) As indicated and announced for that year, grants are paid as indicated in the Implementation Manual for the related project period, and under the conditions indicated in the grant agreement, are paid in EURO.

(11) As per the terms of the agreement, student who completed Erasmus+ exchange programs is obligated to deliver: receiving institution's transcript, if any, the learning agreement including the course changes with all the required signatures, Participation Certificate confirming the period spent in Erasmus+ exchange programs, Final Report sent to the student by the European Commission and the result document of the second online language exam.

(12) Students who did not deliver the mobility qualifying transcript and Participating Certificate, their Erasmus+ exchange programs are terminated and if grant payment has been made a return is asked.

(13) For students who terminate activity before maximum period has been completed, apart from a force majeure reason, students activity is considered invalid and no grant payment is made. If grant payment was made earlier, its return is requested. Before an event or situation is identified as force majeure, the Directorate attains approval from the Turkish National Agency.

(14) For students who did not execute mobility, nevertheless the grant payment has been made; legal pursuit will be made regarding the return of the grant.

(15) Student must be successful at least in courses equal to 21 ECTS value from the receiving institution. Otherwise, a 20% cut is made over the earned grant.

(16) For students who did not complete the participation survey after end of mobility, a 20% cut in the amount of the grant is made.

(17) The Financial Affairs Directorate actualizes students' payments and sends the receipt indicating the actualizing made with the student to the Directorate.

### **Course Substitution Procedures**

**MADDE 13** – (1) Documents essential for course substitution process; Learning Agreement, decisions made before and, if any, during mobility by the administrative board and transcript document from the receiving institution. If necessary academic units may request additional document.

(2) For course substitution procedure's original and/or verifiable transcript document, students apply to the related department/program coordinator. If a transcript document directly arrives to the Directorate, Directorate notifies the student and the arrived document is sent to the department/program coordinator.

(3) The inversion to letter grade scale system for the success of the course/s taken is made by the department/program coordinator the student is entitled to and the administrative board's decision. If there is a course which is not indicated in the learning agreement, the related administrative board is entitled to reach a conclusion. The courses which take place in the learning agreement that do not take place in the receiving institutions transcript are transferred as letter grade "FF".

(4) The Unit Director the student is registered to sends the transferred course/s titles, course codes, ECTS values, credits and grade information including conversions into letter grade to the related Student Affairs Directorate with the related administrative board's decision.

(5) The copy of the updated transcript is sent to the Directorate and the related department/program coordinator by the Student Affairs Directorate after the course transfer procedure has been processed to the students' transcript.

(6) Doctoral program students can be graduate or undergraduate students under the condition that the two courses they take in the scope of Erasmus+ exchange program are not courses they have seen in undergraduate level.

(7) If the course taken from the receiving institution corresponds to a course in the double major or minor program in the university, the course is indicated in the equivalence table and with the decision of the administrative board, the student's workload is decreased.

(8) In case of multiple successful courses, for them to be counted instead of a course and in accordance with the exempted courses grades, by the related courses ECTS value or credits their arithmetic average is calculated and the calculated grade is taken into consideration for the corresponding course by conversion.

(9) A successful course counting in place of other courses, is made with the conversion of the exempted course grade, for each course it is counted the same.

(10) For the full recognition actualization; the original title of the course/internship taken from the receiving institution indicated in the learning agreement, ECTS value, transcript document and Diploma Supplement is utilized. The transcript document and the Diploma Supplement indicate which courses were taken in the scope of Erasmus+ and which were taken in the scope of Higher education institutions.

### **Education Fees and Other Expenses**

**ARTICLE 14** – (1) Students who is required to pay contribution fee/tuition for the mobility period must be during the related period be paid to Fenerbahçe University. No payment to the receiving institution is made in the scope of Erasmus+.



(2) Shelter, transportation, health insurance and similar personal expenditures are students own responsibility.

(3) For expenditures such as: insurance, residence permit, discount transportation card, lesson materials, lab equipment and other use of materials, a request can be made for the same method and the exact amount the receiving institution ask from other students.

### **Special Provisions Related to Internship Mobility**

**ARTICLE 15** – (1) Students are obligated to identify and contact the business/institution they want to intern at and receive acceptance letter from the business/institution.

(2) Senior students, whilst at student status, can apply to Erasmus+ internship mobility. The internship activity must be completed from graduation to the related project period indicated in the Implementation Manual.

(3) Students, before applying, must attain approval from the department/program coordinator and the department's/program's intern commission they are registered at for the institution/business they will be interning at about: subject of internship, scope and other related topics. Applications that are not approved by the Intern Commission and department/program coordinator are not accepted.

(4) Students who benefit from Erasmus+ intern mobility can count this internship as the internship that is compulsory for academic programs. It is student's responsibility for preparing the required documents for the internship to be counted as the compulsory internship and the following of this process. The related intern commission's decision on this matter is binding.

(5) Students applicate with the required documents to the department/program coordinator they are registered at after they complete Erasmus+ intern mobility. The document which are essential for the internship activity; Academic Internship Approval Form, Internship Agreement, Internship Report and Participation Certificate which confirms the period spent in internship program. If the related units see necessary, they may request additional documents.

(6) For the internship to be recognized, a decision of the related administrative board of the unit made with the related department/program coordinator's positive assessment and approval of the Internship Commission is required, this decision is sent to the Student Affairs Directorate. The related decision, after it's processed to the students' transcript by Student Affairs Directorate, a copy of the transcript document is sent to the related department/program coordinator and the Directorate.

(7) For the academic recognition of the internship of the students who benefit from Erasmus+ intern mobility, the ECTS value of the internship has to be equivalent to at least 5 ECTS. For the related internship to be recognized, the sole related unit is the Internship Commission for evaluating the: content of the internship, period and the ECTS value.

## **PART THREE**

### **Student Arriving in the Scope of Erasmus+ Exchange Programs**

#### **Application**

**MADDE 16** – (1) Students who would like to arrive as an Erasmus+ exchange student is presented as nominee by their own institution.

(2) Nominated students are informed about the application procedure and deadline by the message sent by the Directorate.

(3) Student is obligated to deliver application documents completely before the deadline to the directorate.

### **Course Registration and Learning Agreement**

**ARTICLE 17** – (1) Student identifies the courses they want to take from the lesson schedule sent to them and indicates the lessons in the learning agreement. In a situation where a course is unopened, the courses indicated in the learning agreement can be changed.

(2) Arriving student's academic counselling responsibility is executed by the department/program coordinator. Department/program coordinators helps the students arriving in the scope of Erasmus+ exchange programs during course registration and signs the student learning agreement.

### **Sending of the Acceptance Letter**

**ARTICLE 18** – (1) The evaluation of the application documents and the learning agreement signed by all sides is made after the learning agreement has been received and the exchange number balance between two universities (the proportion between outgoing-arriving students), along with the academic situation of the student has been taken into consideration.

(2) Acceptance letters are prepared and sent by the directorate for the accepted students.

### **Informing the Arriving Students and Other Procedures**

**MADDE 19** – (1) The student informing letters are sent to the students by the Directorate. These letters include visa procedures, academic calendar, adaptation program and other related information.

(2) The directorate is obligated to counsel the arriving students about the internal affair procedures.

(3) If students who arrive in the scope of Erasmus+ KA171 program will be executing mobility with grant, the Directorate notifies student regarding required documents for the return of grant.

(4) Arriving students' enrolment to the school and courses is made by the Directorate and Student Affairs Directorate with the approval and academic counselling of the department/program coordinator.

(5) It is the Student Affairs Directorate's responsibility completing the final enrolment and the preparation of the student identification cards.

(6) Orientation program for students is organized at the beginning of every semester by the Directorate. In the scope of this program seminar, a variety of social and cultural activities, university introduction, and trips are organized for the students.

### **Procedures Regarding Students Who Completed Their Exchange**

**ARTICLE 20** – (1) Before students who completed their Erasmus+ exchange program return to their countries, they are obligated to return their student identifying cards to the Directorate.

(2) Students who completed the disenrollment procedures is given the Participation Certificate, indicating the period of mobility, by the Directorate and the transcript document is given by the Student Affairs Directorate and/or is sent to the receiving institution the student is registered at.

## **PART FOUR**

### **Outgoing Staff in the Scope of Erasmus+ Exchange Programs**

#### **Teaching Mobility and Training Mobility**

**ARTICLE 21** – (1) Staff mobility includes two types of mobility, teaching and training mobility.

(2) To benefit from staff mobility in the scope of Erasmus+ exchange programs the conditions stated below must be met:

- a) The staff who wants to participate in mobility must be full/part time employed and currently employed staff.
  - b) They must apply to the applications opened by the Directorate, and meet the application criteria, and deliver the requested documents for that year during application period.
  - c) For teaching mobility, an interinstitutional agreement between the receiving institution and the University must be made.
  - d) The education plan or business plan form prepared for teaching and training mobility must be signed by all sides.
  - e) Staff must obtain an invitation from the receiving institution where the mobility will take place.
  - f) The minimum course hours decided for that year determined by the National Agency must be actualized at the receiving institution..
  - g) The minimum mobility period determined for that year for training mobility must be actualized..
- (3) The evaluation of academic and administrative staff is made according to the selection criteria in Appendix-2.
- (4) In situations where it is necessary to make a selection between two staff members who obtained equal scores from the evaluation, the priority is given to the staff who will benefit from the program for the first time. If the equality continues, the staff's length of service at Fenerbahçe University is taken into account and the priority is given to the staff with longer service period.
- (5) Training mobility can be actualized at a higher education institution or business abroad.
- (6) A staff who works in a business located in one of the countries for the program, they can be invited to give courses in the scope of staff teaching program. The documents and liabilities with norms and conditions are valid for this staff as well.
- (7) Applications and evaluations are made within the framework of principles determined by the Implementation Manual and Exchange Programs Selection Commission for the relevant project period, taking into account the criteria determined for that year and announced before the application process.
- (8) The staff whose application has been accepted is obligated to acquire permission from the related department coordinator.
- (9) Staff who end activity and return before maximum period is completed apart from a force majeure reason and/or incomplete documents, the activity is considered invalid and no grant payment is made. If grant payment has been made before, its return is requested. Before an event or situation is considered to be force majeure, the Directorate obtains approval from the Turkish National Agency.
- (10) The related staff signs grant agreement with the University before departure. This grant agreement finalises the related staff's participation in Erasmus+ staff mobility.
- (11) Grant payment is made according to the indicated and announced manner for that year. For both mobility kinds, grant mobility count is at most 5 (five) days. However, the amount of grant offered may differ according to the maximum grant mobility day count for each project period.
- (12) Staff who completed the mobility period, are obligated to deliver the Activity Report, Participation Certificate, travel documents and other requested documents to the Directorate within 10 (ten) work days.
- (13) Staff who did not execute mobility, nevertheless the grant payment has been made; legal pursuit will be initiated regarding the return of the grant.

## **PART FIVE**

### **Arriving Staff in the Scope of Erasmus+ Exchange Programs**

#### **Teaching Mobility and Training Mobility**

**ARTICLE 22** – (1) Staff who will be arriving to the University within the scope of teaching and training mobility can directly contact the Directorate and/or the related unit coordinator.

(2) The education plan of the staff arriving within the scope of teaching mobility is decided with the related unit director and unit coordinator. The acceptance of the arriving staff within the scope of teaching mobility and the signing of the education plan is the unit director's coordinator. The signed education plan is sent to the Directorate by the coordinator.

(3) The acceptance regarding the business plan of the staff arriving within the scope of training mobility is decided by the directorate/related unit the staff will be arriving to. The signing of the business plan and the acceptance of the staff arriving within the scope of training mobility is the related directorate/unit's responsibility. The signed business plan is delivered to the Directorate by the related directorate/unit.

(4) Acceptance letters are sent to the related staff by the Directorate.

(5) Related units are obligated to make preparations for the accepted staff.

(6) Participation certificate of the staff who completed mobility, is signed by the related unit coordinator and/or related directorate.

(7) Directorate counsels the related units and the staff throughout mobility.

## **PART SIX**

### **Variety and Final Provisions**

#### **Conditions not Provided in the Directorate**

**ARTICLE 23** – (1) In case a change is made regarding the arranging rules of Erasmus+ mobilities located in the Turkish National Agency Implementation Manual, the grant agreement signed within the related project period between the Turkish National Agency and the University is binding.

(2) For conditions not provided, a process is made according to the grant agreement signed in the related project period between the University and the Turkish National Agency, with the decision of the Rector, Directorate and the related administrative board of the unit.

#### **Other Conditions Resulting in Termination of Mobility**

**ARTICLE 24** – (1) A benefiting person's mobility, either nominated for participation in Erasmus+ exchange programs or is at present a participant of mobility, will be terminated regarding the situations presented below with the decision of the Exchange Programs Selection Commission. The return of Erasmus+ grant and/or travel support and disciplinary process may be initiated.

a) At the University or the receiving institution, taking action requiring criminal sanction procedures according to the Disciplinary Directive.

b) Not delivering the required documents and not answering the questions of the directorate the related academic and administrative units on time.

c) Damaging the image of the receiving institution by making slanderous expression, accusations misleading from the truth.

#### **Operation**

**ARTICLE 25** – (1) This directive is operation at the date it is accepted by the Senate.

**Executive**

**ARTICLE 26** – (1) The provisions for this directive is executed by the Rector.

## APPENDIX-1 THE COMMON EUROPEAN FRAMEWORK OF REFERENCE GLOBAL SCALES FOR LANGUAGE (CEFR)

<b>Proficient User</b>	<b>C 2</b>	Can understand fully what they hear and read with ease. Can summarise different information from written and spoken sources by re-phrasing arguments and definitions from consistent presentation. In more complex situations, can express themselves accurately and fluently by identifying subtle meaning tones.
	<b>C 1</b>	Can understand a variety of longer advanced texts and identify implicit meaning. Can operate the language in social, academic and professional purposes with flexibility and effectively. Can produce good structured, detailed texts that are clear in complex subjects demonstrating controlled usage of organizational patterns, conjunctions and attachment tools.
<b>Independent User</b>	<b>B 2</b>	Can understand the theme of texts with tangible and intangible subjects, including technical arguments within their area of expertise. With persons whose first language is English they can establish a fluid and spontaneous communication, if they have a consistent contact. They can create detailed, clear texts in various subjects and offer perspective with advantages and disadvantages regarding a current subjects.
	<b>B 1</b>	Can understand the general idea of subjects regularly encountered such as work, school, free time etc. When travelling to an area where the language is spoken they can handle most probable situations. Can produce texts with basic connections about known or personal interests. Can define experiences and events, dreams, hopes and ambitions and offer short reasons and explanations regarding opinions and plans.
<b>Basic User</b>	<b>A 2</b>	Can understand commonly used expressions and sentences regarding personal interests (basic personal and familial information, transactions, local geography, employment, can be given as example). Can establish communication regarding known and routine responsibilities requiring transaction of information. Can define subjects about the past, close relations and areas regarding emergency needs with basic terms.
	<b>A 1</b>	Can understand and utilise tangible expressions regarding the fulfilment of tangible needs. Can introduce themselves and others. Can ask and answer questions regarding personal details such as where they reside, people they know and possessions. Can establish a basic communication with the condition that the other person speaks clearly, at a slow pace and prepared to assist.

## FENERBAHÇE UNIVERSITY CEFR CONVERSION TABLE FOR ERSMUS+ LANGUAGE EXAM

<b>C2</b>	<b>Proficient User</b>	<b>95-100</b>	<b>Proficient User</b>
<b>C1</b>		<b>90-94</b>	
<b>B2</b>	<b>Independent User</b>	<b>80-89</b>	<b>Independent User</b>
<b>B1</b>		<b>60-79</b>	
<b>A2</b>	<b>Basic User</b>	<b>26-59</b>	<b>Basic User</b>
<b>A1</b>		<b>1-25</b>	
<b>CEFR</b>	<b>FBU Erasmus+ Language Exam</b>		

## APPENDIX-2 STAFF MOBILITY APPLICATION CRITERIA

Selection Criteria	Selection Standards
Score given to all applying staff	+30 points
Activity benefitting scoring	-5 points x benefiting number
Foreign Language Grade (provided that it is documented) <ul style="list-style-type: none"> <li>- Valid Foreign Language Exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (the equivalence tables of ÖSYM will be used)</li> <li>- Staff who have graduated from an undergraduate or graduate level program whose language of instruction (language activity) is 100% foreign language are evaluated as 90 points out of 100.</li> <li>- Staff members that have been in an institution providing education in a foreign language for at least 1 year are given 70 points out of 100; Staff who have taught a foreign language for at least 1 year is evaluated as 90 points out of 100.</li> </ul>	+ % 10
Being the Erasmus Institution/Unit/Department/Program Coordinator	+5 points
Prioritization of administrative staff in training activities	+10 points
Prioritization of activities for digital skill development in training activities	+10 points
Prioritization of disabled staff	+10 points
Prioritization of veteran staff, spouses and children of martyrs and veterans	+10 points
Mobility to the country of citizenship	-10 points
Staff mobility to a University/Country the mobility has not been done before	+10 points  1st time: +7 points 2nd time: +5 points 3rd time: +3 points 4th time or more: +0 points
Prioritization of staff who have carried out all the inter-institutional agreement processes within the scope of Erasmus+ on the behalf of the department/University within the two application calls/announcements	+2 points (for each agreement)
Not cancelling their mobility until the deadline to be specified although they were entitled to receive a grant in the previous application call, except for force majeure reasons	-20 points
Visiting the Universities that are in the top 500 of “Times Higher Education” or “QS World University Ranking” within the relevant academic year	+10 points