



FENERBAHÇE UNIVERSITY DIRECTIVE FOR GLOBAL EXCHANGE PROGRAMS

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this directive is to outline the procedures and principles regarding the global exchange programs of Fenerbahçe University.

Scope

ARTICLE 2 – (1) This directive covers the procedures for student, academic, and administrative personnel exchanges under global programs, specifying the roles, responsibilities, and authorities of involved units, commissions, and individuals.

Basis

ARTICLE 3 – (1) This directive is based on the Fenerbahçe University Associate Degree and Undergraduate Education Regulation, the Graduate Education and Training Regulation, and the provisions governing global exchange programs within the Regulation on the Principles of Transition between Associate Degree and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions.

Definitions

ARTICLE 4 - (1) Definitions of the terms in this Directive are as follows;

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Unit: Faculties, colleges, and vocational schools within Fenerbahçe University,
- c) Unit Board: The boards of institutes, faculties, colleges and vocational schools within Fenerbahçe University,
- ç) Unit manager: Deans in faculties within Fenerbahçe University, principals in colleges and vocational schools,
- d) Unit Board: The boards of institutes, faculties, colleges and vocational schools within Fenerbahçe University,
- e) Course Transfer and Adaptation Form: A document that includes the details of the host university where the outgoing student will participate in education or internship mobility under global exchange programs, along with information on course transfer, adaptation, and other relevant details,
- f) Directorate: International Relations Directorate,
- g) Global Exchange Programs: International exchange programs other than the Erasmus+ Exchange Program,

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- ğ) Global Exchange Programs Coordinator: The heads of departments or units responsible for managing international exchange programs other than the Erasmus+ Exchange Program within institutes, faculties, colleges, and vocational schools within Fenerbahçe University,
- h) Bilateral Agreement: A "Memorandum of Understanding" (MoU) that outlines the intentions and general regulations forming the foundation for cooperation between Fenerbahçe University and foreign institutions,
- i) Partner Institution: Institutions that collaborate with Fenerbahçe University as part of international exchange programs.
- i) Rector: Fenerbahçe University Rector,
- j) Senate: Fenerbahçe University Senate,
- k) Academic Plan: A document detailing the courses to be taken at Fenerbahçe University and other relevant information regarding the education or internship mobility of incoming students under global exchange programs.
- l) University: Fenerbahçe University,
- m) Beneficiary: Refers to the students and staff of Fenerbahçe University.

PART TWO

Authorized Unit, Commission, and Individuals

Duties and responsibilities of authorized units, commissions, and individuals

ARTICLE 5 – (1) The duties and responsibilities of the authorized units, commissions, and individuals are as follows;

- a) Directorate: Responsible for coordinating and promoting global exchange programs across the University. Responsible for managing the execution of global exchange programs at the University level. For this purpose, creates materials, organizes meetings, and updates the website. Handles correspondence with other institutions and prepares and updates bilateral agreements in coordination with relevant units. Manages the signature process within the department/program and submits it for approval to the Rectorate. Coordinates with the Exchange Programs Commission and implements the decisions taken. Prepares annual reports for global exchange programs. Handles the administrative procedures for students and staff coming to the University and selected to participate in global exchange programs.
- b) Exchange Programs Election Commission: Composed of 6 principal members and 3 substitute members, all appointed by the Rector. The Erasmus+ Institution Coordinator and Director are ex officio members of the commission. The commission ensures that all processes related to global exchange programs and the selection of beneficiaries are conducted transparently, fairly, and impartially. Signs the reports related to the decisions taken and the election lists. The term of office for Commission members is 3 years, and members whose term has expired may be reappointed.

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- c) **Global Exchange Programs Coordinator:** The heads of faculties/programs in associate and undergraduate programs, as well as the heads of departments in graduate programs, are responsible for coordinating global exchange programs. Supports the signing, promotion, and implementation of global exchange programs within the relevant program/department, as well as the student and staff selection processes. Advises students on their university and course choices for participating in global exchange programs. Signs the relevant documents for outgoing/incoming students eligible to participate in the global exchange program and submits them for approval to the unit manager. Handles the transfer and adaptation of courses taken by students returning from abroad during the global exchange period and makes recommendations to unit management when necessary. Advises international students on course selection, other academic matters, and their adaptation to the department/program.
- ç) **Student Affairs Directorate:** Manages the course registration and enrollment procedures for outgoing and incoming students.
- d) **Vice-Rector:** The Vice-Rector, authorized by the Rector, coordinates the implementation of global exchange programs across the university.
- e) **Rector:** Signs inter-institutional agreements for global exchange programs on behalf of the University.
- f) **Director of International Relations:** Coordinates all aspects of global exchange programs across the University. Executes, monitors, and oversees the duties specified within the Directorate.

PART THREE

Outgoing Student Transactions within the Scope of Global Exchange Programs

Application procedures

ARTICLE 6 – (1) The Directorate organizes regular promotional meetings at the start of each academic year, announces global exchange programs within the University, informs the beneficiaries, and facilitates participation. Information about applications is announced on the Directorate's and University's websites, as well as on the student announcement boards.

(2) The Directorate announces the quotas, application dates, and conditions for global exchange programs at the start of each academic year. In the event of a vacancy due to placements, a new application and evaluation calendar may be established. Applications received outside the specified dates will not be considered.

(3) When determining their preferences in applications, students consider the advice of global exchange program coordinators, academic advisors, and thesis advisors (if applicable) on matters such as the university curriculum, course content, language of instruction, and course credits/ECTS values.

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- (4) The required documents for the application must be submitted to the Directorate within the announced application period.
- (5) Double major students can apply from both departments.
- (6) Students may not apply through the minor program.
- (7) Students wishing to participate in global exchange programs must follow the information messages and announcements sent by the Directorate.

Terms of application

ARTICLE 7 – (1) Students applying for global exchange programs must meet the following application requirements:

- a) Students must have attended their enrolled program for at least one semester in associate, undergraduate, or graduate programs.
 - b) For associate and undergraduate students, a minimum of 24 ECTS must be completed in major programs to count toward graduation.
 - c) A minimum GPA of 2.20/4.00 in associate and undergraduate programs, and 2.70/4.00 in graduate programs.
 - (c) Obtaining an approval letter from the academic/thesis advisor for graduate students confirming their eligibility to participate in the global exchange program.
 - d) Not having committed any disciplinary offenses.
 - e) Meeting any additional application conditions deemed necessary by the program, if applicable.
- (2) Students in foreign language preparation, scientific preparation, TÖMER programs, special students, and those who have frozen their registration or have not enrolled in courses are not eligible to apply for global exchange programs.
- (3) Bachelor's, master's, and doctoral students with a thesis may participate in global exchange programs for a maximum of two semesters, while associate and non-thesis master's students may participate for up to one semester.
- (4) Unless specified as necessary by the counterpart institutions, a semester preference is set for exchange programs, and applications are accepted for one semester only.

Evaluation and placement

ARTICLE 8 – (1) Applications are evaluated based on the criteria set and explained during the application period for each academic year. Preliminary evaluations are conducted by the Directorate. When necessary, the Directorate may seek input from the relevant global exchange program coordinators and academic/thesis advisors. The Directorate submits its written findings from the preliminary evaluation process to the Exchange Programs Commission, which makes the final decision.

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(2) The Exchange Programs Commission acts as the jury and conducts interviews during the candidate evaluation process. At the end of the interview, the student is assigned a score out of 100 points. Students who score 69 or below out of 100 points in the interview are not considered successful. During the interview phase, the Commission evaluates the student's language proficiency, ability to represent the University, reasons for participating in the exchange program, the academic and professional contributions to be made, the student's ability to reflect their experiences at the University, and, if applicable, their national and international experiences.

(3) Students who are unable to participate in the interview may be eligible for a rescheduled interview by the University. However, students are not allowed a second reschedule without a valid excuse. If the excuse request is accepted by the Directorate, the student will be notified of a new interview date. The reasons for rescheduling and the related principles are as follows:

a) To be eligible for rescheduling due to a health-related reason, students must submit a written application with official documentation to the Directorate within three working days following the interview date.

b) Students assigned to domestic or international activities on behalf of the University must submit a written application to the Directorate, along with the official assignment letter, either before the interview date or within three working days following the interview.

(4) At the pre-evaluation stage, students must submit a document to the Directorate confirming that they have obtained the required score in one of the foreign language exams, as specified in the application announcement.

(5) Students who meet the minimum foreign language requirement specified in the application conditions are ranked based on their placement scores after the interview and are assigned to their preferred institution.

(6) The placement score is determined by averaging the grade point average and the interview exam score.

(7) When evaluating the applications of students who have previously participated in global exchange or Erasmus+ programs at the University, 5 points will be deducted from their placement score.

(8) Placements are made by the Global Exchange Programs Commission, considering the placement scores of the students, the quotas of their preferred universities, and those of the partner institutions. The placement results are announced by the Directorate on the University's website.

(9) Students selected to participate in the global exchange program must meet the minimum requirements specified by the partner institutions before the nomination deadline set by those institutions.

(10) The admission decision for the nominated student is made by the partner institution after evaluation.

(11) The final status of outgoing students in the global exchange program is determined by the decision of the relevant unit's board of directors.

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(12) Candidates may submit a petition to the Directorate within three working days of the placement results announcement, requesting a re-evaluation of the results by the Exchange Programs Commission.

Classes taken and adjustment

ARTICLE 9 – (1) The courses to be taken by the placed student at the partner institution are determined by completing the Course Transfer and Adjustment Form before the exchange period. This form is signed by the student’s academic/thesis advisor and the coordinator of the relevant global exchange program and is approved by the decision of the relevant unit's board of directors. The decision of the relevant unit's board of directors is submitted to both the Student Affairs Directorate and the Directorate by the relevant unit manager.

(2) If the Course Transfer and Adjustment Form specifies an equivalent course that the student needs to take at the partner institution, and this course has a prerequisite, the student must have successfully completed the prerequisite course at the University before enrolling in the course at the partner institution.

(3) Students participating in global exchange programs must enroll in courses worth at least 30 ECTS per semester. However, if this condition cannot be met for justified reasons, approval must be obtained from the parties specified in the first paragraph of this article. The responsibility for any delay in graduation due to insufficient ECTS lies solely with the student in question.

(4) It is mandatory to notify the parties specified in the first paragraph of this article about any changes made to the curriculum at the partner institution where the student is attending. The student is responsible for preparing a new Course Transfer and Adjustment Form, clearly stating these changes, and obtaining the approval of the relevant parties. It is mandatory to obtain the decision of the relevant unit board of directors at every stage of the process.

(5) After the student submits the necessary documents for the global exchange program, the directorate forwards the transcript and other documents from the partner institution to the relevant unit manager, who then provides them to the parties specified in the first paragraph of this article.

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(6) In the transfer and adjustment procedures, the Course Transfer and Adjustment Form, along with the official transcript from the partner institution delivered to the Directorate, are considered. Transfer and adjustment procedures are carried out automatically, without requiring an application from the student. The relevant units may request additional documents from the student if deemed necessary. The transfer and adaptation of courses successfully completed at the partner institution are carried out by the decision of the relevant unit board of directors, based on the proposal of the parties specified in the first paragraph of this article. Courses approved and successfully completed, as listed in the Course Transfer and Adjustment Form specified in the first subclause of this article, are transferred and adapted without any loss of credits and/or ECTS. When evaluating grading charts from partner institutions for course adjustments, unit boards consult the grading conversion tables sanctioned by the University Senate.

(7) Courses that the student has failed or that are not approved in the Course Transfer and Adjustment Form are not eligible for transfer or adjustment.

(8) The student must submit the transcript provided by the partner institution to the University within the timeframe specified in the relevant legislation.

(9) The decision of the unit board of directors is forwarded to the Directorate and the Student Affairs Directorate.

Outgoing Student Responsibilities

ARTICLE 10 – (1) The student prepares the application documents requested by the partner institution. The Directorate advises the student in preparing the documents. All correspondence is handled by the Directorate until the student applies to the partner institution.

(2) The student is required to submit all documents to the partner institution before the deadline specified by the institution.

(3) The student is responsible for following up on passport and visa procedures, travel and health insurance suitable for the purpose, financial guarantee documents, and any other required documents. Students are required to attend the informational meeting organized by the Directorate on these matters. Students who do not attend this meeting without a valid excuse will be deducted 5 points from their next application.

(4) The student who decides to withdraw from participating in the program must notify the Directorate in writing within the dates specified by the Directorate. For the student to enroll in the University in the relevant semester, they must notify the Directorate before the start of the course add/drop period. The relevant unit board of directors makes a decision regarding the student who withdraws from the program, and the decision is notified to the Student Affairs Directorate.

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(5) The student participating in the global exchange program is required to comply with the rules, laws, and regulations, of the partner institution. In this context, if the student receives a disciplinary penalty at the partner institution, the penalty will be recorded in their file at the University.

(6) Due to the possibility of delayed graduation, the student is required to sign a commitment document provided by the Directorate before participating in the global exchange program. Otherwise, the student in question will not be eligible to participate in the global exchange program.

The status of students at the university and related administrative procedures

ARTICLE 11 – (1) Pursuant to subclause 4 of Article 22 of the Regulation on the Principles of Transition Between Associate Degree and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, students participating in a global exchange program must pay the academic year's tuition fee to the University within the designated payment period. Additionally, they are required to complete their registration renewal within the specified timeframe.

(2) The time spent at the partner institution in the global exchange program counts toward the maximum allowable education period. The student is considered on leave during the time spent at the partner institution.

(3) Scholarships awarded by the university are assessed based on their duration and attendance requirements during the students' participation in the global exchange program.

(4) Requests to extend the duration of the global exchange program are reviewed by the student's thesis or academic advisor, the relevant coordinator, and the Directorate, under the following conditions:

a) Approval of the extension request by the partner institution.

b) Ensuring that the extension does not infringe upon the rights of another student.

c) The extension is determined to be beneficial for the student's academic development.

(5) The Directorate informs the student and partner institution via email of the evaluation result regarding the extension application. The student is responsible for preparing and submitting the necessary documents for the extension period to the relevant parties. If the extension request is approved, the relevant unit's board of directors will decide on the student's registration status and forward the decision to the Directorate and the Directorate of Student Affairs.

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PART FOUR

Student Procedures for Coming to the University from Another Institution Within the Scope of Global Exchange Programs

Application to the University

ARTICLE 12 – (1) Students wishing to come to the university as exchange students are nominated by their home institutions. The relevant directorate/office at the partner institution, or the student, completes the application form for the University's global exchange programs and submits it along with the required documents before the deadline.

Evaluation, acceptance letter, and student briefing

ARTICLE 13 – (1) The Directorate processes applications by evaluating the adequacy of students' documents, ensuring compliance with quota eligibility, and assessing the academic performance of applicants for the relevant department or program, in accordance with inter-institutional agreements.

(2) The Directorate prepares acceptance letters for students whose applications are approved and sends them to the students and the relevant units of the partner institutions. Students whose applications are not approved, along with the relevant units of the partner institutions, are notified solely by email.

(3) The Directorate briefs students on visa procedures, residence permits, travel and health insurance, the academic calendar, the orientation program, and university and city life before the exchange period.

(4) The Directorate provides guidance to incoming students on the University's academic and administrative procedures.

(5) Incoming students must comply with the University's academic and administrative rules.

Course selection and academic plan

ARTICLE 14 – (1) For course selection, the incoming student completes the Academic Plan document using the Course Catalogue from the University's academic information package and submits it to the Directorate before the application deadline.

(2) If the courses selected by the student are not offered at the University, the Academic Plan document may be updated, and the courses may be changed with the approval of the authorized coordinators from both the University and the partner institution.

(3) The Global Exchange Program Coordinator advises the incoming student on course selection and signs the relevant Academic Plan document. Before approving the courses the student will enroll in, the relevant coordinator verifies that the prerequisites have been met by reviewing the student's transcripts and the course content, especially if there are prerequisite courses involved.

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(4) The Directorate forwards the courses that students request to enroll in, as specified in the signed Academic Plan document, to the Student Affairs Directorate. The Student Affairs Directorate handles the registration of incoming students for the relevant courses.

(5) The maximum course load for students is 36 ECTS per semester.

(6) To drop courses, the student must complete the necessary actions through the student portal within the date range specified by the University. The regulations regarding course withdrawal in the University's education and training policies do not apply to incoming students from global exchange programs. However, incoming students must enroll in courses totaling at least 18 ECTS under all circumstances, except in cases of force majeure.

Registration procedures

ARTICLE 15 – (1) The final status of the incoming student is determined by the decision of the relevant Global Exchange Programs Coordinator. After the relevant coordinator's decision is forwarded to the Directorate and the Student Affairs Directorate, the course selection process for the incoming student is completed.

(2) The Directorate notifies the relevant unit manager and the Student Affairs Directorate of students who withdraw from participating in global exchange programs, who will then inform the relevant parties.

Orientation Program

ARTICLE 16 – (1) The Directorate organizes an orientation program for incoming students at the beginning of each semester.

(2) Incoming students participating in this program are informed about academic procedures at the University, the student portal, information technology systems, etc. Incoming students are guided on external procedures, and experiences related to university and city life are shared.

(3) Global exchange program coordinators advise incoming students on their compliance with the program they are enrolled in.

Students' university status and return procedures

ARTICLE 17 – (1) Incoming students participating in global exchange programs at the University are not awarded diplomas or degrees.

(2) The Directorate issues a Responsibility Control Form for students whose global exchange programs have been concluded. Through this form, liability control is requested from the coordinator of the academic unit to which the students are affiliated, the Financial Affairs Directorate, the Information Technology Directorate, the Library and Documentation Directorate, and other relevant units.

(3) The Student Affairs Directorate prepares the English transcripts for students whose global exchange programs have concluded and sends them to the partner institution through the Directorate.

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(4) All services provided to incoming students at the University will be suspended as of the date announced by the Directorate.

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PART FIVE

Miscellaneous and Final Provisions

Right to early exam

ARTICLE 18 – (1) Exam dates may be adjusted for incoming and outgoing global exchange program students, based on the decision of the relevant unit's board of directors, when necessary.

Circumstances leading to the cancellation of participation in exchange programs

ARTICLE 19 – (1) The participation of students and staff whose applications have been accepted or selected, or who are currently participating in global exchange programs, may be canceled by the decision of the Exchange Programs Commission in the following cases. In the following cases, students or staff will be required to return any payments made, and disciplinary proceedings may be initiated against them.

- a) Receiving a disciplinary suspension for the semester in which the student is to participate in the global exchange program.
- b) Failure to respond to questions raised by the Directorate or relevant academic and administrative units in a timely manner without a justified reason, failure to meet expected obligations on time, and failure to submit requested documents within the required timeframe.
- c) Making denigrating, defamatory, and false claims that could harm the University's institutional identity.

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Other mobilities besides exchange programs

ARTICLE 20 – (1) For students wishing to take courses at a foreign university as special students outside the scope of global exchange programs under this directive, the procedure will be carried out in accordance with the relevant education regulations and guidelines of the University.

Situations for which no applicable provision exists

ARTICLE 21 – (1) In cases where no applicable provision is found in this directive, the relevant provisions of the University's internal legislation, the decisions of the Senate, and the University Administrative Board are applied.

PART SIX

Effect and Implementation

Effective Date

ARTICLE 22 – (1) This directive takes effect on the date of its approval by the Senate.

Implementation

ARTICLE 23 – (1) The provisions of this directive are implemented by the Rector.

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