Fenerbahce UNIVERSITY

DIRECTIVE ON GLOBAL EXCHANGE PROGRAMS

## PART ONE

**Objective, Scope, Basis, Definitions**

**Objective**

**ARTICLE 1 –** (1) The purpose of this directive is to regulate the procedures and principles related to Fenerbahce University's global exchange programs.

## Scope

**ARTICLE 2 –** (1) This Directive covers the provisions related to the duties, responsibilities and powers of the relevant units, commissions and persons during the process related to the exchange of students, academic and administrative personnel participating in global exchange programs.

## Basis

**ARTICLE 3 –** (1) This is The Directive; international agreements signed by Fenerbahce University as a party and it has been prepared based on the legislation and policies adopted on education, internationalization and quality issues.

## Definitions

**ARTICLE 4 –** (1) What is mentioned in this directive;

1. ECTS: European Credit Transfer System,

b) Unit: Institute, faculty, college and vocational schools within the structure of Fenerbahce University,

c) Unit Board: The boards of institutes, faculties, colleges and vocational schools within the structure of Fenerbahce University,

ç) Unit Manager: Deans of faculties within the body of Fenerbahce University, directors of institutes, colleges and vocational schools,

d) Unit Board of Directors: The administrative boards of the institute, faculty, college and vocational school within the University of Fenerbahce,

e) Course Transfer and Adjustment Form: A document containing the university where the outgoing student will go for study or internship mobility within the scope of global exchange programs, transfers and adjustments of courses and other relevant information,

f) Directorate: The Directorate of International Relations,

g) Global Exchange Programs: International exchange programs other than the Erasmus+ Exchange Program,

d) Global Exchange Programs Coordinator: Department or department heads who carry out international exchange programs other than the Erasmus+ Exchange Program at institutes, faculties, colleges and vocational schools within Fenerbahce University,

h) Bilateral Agreement: The agreement called "Memorandum of Understanding" (MoU), which includes the intentions and general arrangements that form the basis for cooperation between Fenerbahçe University and foreign institutions,

i) Counter-Institution: The institutions with which Fenerbahce University cooperates within the scope of international exchange,

i) Rector: The Rector of Fenerbahce University,

j) Senate: The Senate of Fenerbahce University,

k) Study Plan: A document containing the courses that the incoming student will take at Fenerbahce University for study or internship mobility within the scope of global exchange programs and other relevant information,

l) University: Fenerbahce University,

m) Beneficiary: Students and staff of Fenerbahce University

expresses.

## PART TWO

**Authorized Units, Commissions and Persons**

**Authorized Unit, Commission, Person Duties and Responsibilities**

**ARTICLE 5 –** (1) The authorized unit, the commission and the person and their duties and responsibilities are stated below.

a) Directorship: Provides coordination and promotion of global exchange programs throughout the University. He is responsible for the operations related to the implementation of global exchange programs at the University level. For this purpose, it prepares materials, organizes meetings and updates the website. Carries out the necessary correspondence with the opposing institutions, prepares and updates bilateral agreements in coordination with the relevant units. Carries out the signature process within the department / program and submits it for approval by the Rectorate. It works with the Global Exchange Programs Commission and executes the decisions taken. Prepares an annual report on global exchange programs. It carries out the administrative procedures of the students and staff who come to the University and are selected to go within the scope of global exchange programs.

b) Global Exchange Programs Commission: The Global Exchange Programs Commission is a 5-person commission consisting of 3 (three) principal and 1 (one) substitute members appointed by the Rector. The Director of International Relations and the Director of Student Affairs are natural members of the commission. It ensures that all processes of global exchange programs and selection procedures of beneficiaries are carried out transparently, fairly, impartially. Signs the meeting notes related to the decisions taken and the election lists. The term of office of the members of the Commission is 3 years, and the members whose term expires can be reappointed.

c) Global Exchange Programs Coordinator: He is the head of the department or department responsible for the coordination and execution of global exchange programs in departments and departments. It supports the signing process, promotion, execution of global exchange programs in the relevant program/department, as well as student and staff selection processes. He advises students who want to benefit from global exchange programs on university and course selections. He signs the relevant documents of outgoing/ incoming students who have earned the right to participate in the global exchange program and submits them for the approval of the unit manager. It carries out the transfer and adjustment procedures of the courses taken by students returning from abroad during the global exchange period, and makes suggestions for the decisions of the board of directors of the relevant unit. He advises students from abroad on course choices and other academic issues as well as their compliance with the department / program.

ç) Directorate of Student Affairs: Conducts the course and registration procedures of outgoing and incoming students.

d) Rector: Ensures that global exchange programs at the university level are carried out in accordance with internationalization and quality policies. He signs the inter-institutional agreements of global exchange programs on behalf of the institution.

e) Director of International Relations: Provides coordination on all issues throughout the University within the scope of global exchange programs. Carries out, monitors and supervises the tasks specified within the directorate.

## PART THREE

**Transactions of Students Leaving the University within the Scope of Global Exchange Programs**

## Application Procedures

**ARTICLE 6 –** (1) The Directorate holds regular introductory meetings at the beginning of each academic year to announce global exchange programs within the University, inform the beneficiaries and ensure the dissemination of participation. Information about applications is announced on the Directorship and University internet pages and student bulletin boards.

1. The Directorate announces the determined quotas, application dates and conditions of global exchange programs at the beginning of each academic year. If there is an empty quota as a result of the placements, a new application and evaluation calendar can be determined. Applications received outside the dates specified in the announcements are not taken into consideration.
2. When students determine their preferences in their applications, the curriculum of the university they plan to go to, the content of the courses, the language of study, the credits / ECTS values of the courses, etc. they should take into account the opinions of global exchange program coordinators, academic advisors and thesis advisors, if any, on the subjects.
3. The documents required for the application must be submitted to the Directorate within the announced application period.
4. Double major students can apply from both departments.
5. Students cannot apply through the minor program.
6. Students who want to take advantage of the global exchange are obliged to follow the information messages and announcements sent by the Directorate.

## Application Conditions

**ARTICLE 7 –** (1) Students who will apply for global exchange must meet the following application requirements:

a) Students in associate degree, undergraduate and graduate programs have attended the program in which they are enrolled for at least one semester.

b) Associate degree, undergraduate students have at least 24 ECTS worth of work load left in their major programs to be counted towards their graduation.

c) To have a GPA of at least 2.20/4.00 in associate degree, undergraduate programs and at least 2.70/4.00 in graduate programs.

ç) To obtain a confirmation letter from the academic/thesis advisor for graduate students that they can participate in the global exchange program.

d) Not having committed a disciplinary offense.

e) To provide other application conditions that the program to be applied deems necessary, if any.

1. Foreign language preparation, scientific preparation, TÖMER students, special students and students who have frozen their registration and have not registered for courses cannot apply to global exchange programs.
2. Undergraduate, master's and doctoral students with thesis can benefit from global exchange programs for a maximum of two semesters in total; associate's and non-thesis master's students can benefit from a maximum of one semester.
3. A semester application is received by specifying a semester preference for exchange programs, unless specified as a necessity by the opposing institutions.

## Evaluation and Placement

**ARTICLE 8 –** (1) Applications are evaluated by taking into account the criteria determined and explained during the application period for each academic year. Preliminary evaluations are made by the Directorial officers. If necessary, the directorate can get opinions from the relevant global exchange program coordinators and academic/dissertation consultants. The directorate transmits its written determinations regarding the preliminary evaluation process to the global exchange programs commission, which will take the final decision.

(2) The global exchange programs commission undertakes jury duty and conducts interviews in the evaluation of candidates. At the end of the interview, the student is given a score out of 100 full points. Students who score 69 points and below out of 100 full points as a result of the interview are not considered successful. At the interview stage, the Commission takes language proficiency, University representation capacity, the reason for participation in the exchange program and the academic and personal added value that the program will provide to the student, the student's competence to reflect their experiences to the University and their national and international experiences, if any, as a basis.

(3) Students who cannot attend the interview may be granted the right of compensation by the University. However, students who cannot use the compensation right for whatever reason are not given a second compensation right. If the excuse request is accepted by the Directorate, the student is given a new interview date. The reasons for compensation and the principles related to them are stated below:

a) In order to benefit from the right to compensation due to the health report, students must apply to the Directorate in writing with an official document no later than three business days after the date of the interview.

b) Students assigned for domestic and international events representing the university must apply to the Directorate with a letter containing the official appointment letter before the interview date or no later than three business days after the interview date.

(4) At the preliminary evaluation stage, students must submit a valid result for one of the foreign language exams within the scope of the conditions specified in the application announcement for the Directorship.

(5) Students who meet the minimum foreign language level specified in the application conditions are sorted according to placement scores after the interview and placed in the opposite institution of their choice.

(6) The placement score consists of a 50% GPA and a 50% interview exam result.

(7) 5 points are deducted from the placement score when evaluating the applications of students who have participated in global exchange or Erasmus+ exchange programs at the university.

(8) Placements are made by the global exchange programs commission taking into account the placement scores of the students, the quotas of the preferred universities and the opposing institutions. The placement results are announced by the Directorate on the University's Internet pages.

(9) Students who are eligible to benefit from the global exchange program must fulfill the minimum requirements specified in the application conditions of the opposing institutions before the nomination date determined by the counter institution. Otherwise, the counter institution may not accept the students' application.

(10) The admission decision of the nominated student is made by the counter institution as a result of the evaluation.

(11) The final status of the outgoing students becomes final with the decision of the board of directors of the relevant unit.

(12) Candidates may request a re-evaluation of the placement results by the gobal exchange programs commission by submitting a petition to the Directorate no later than three business days after the announcement of the placement results.

## Courses and Adaptation

**ARTICLE 9 –** (1) The courses that the placed student will take at the counter institution are determined by filling out the Course Transfer and Adjustment Form before the exchange period. This form is signed by the academic/thesis advisor of the outgoing student and the relevant global exchange programs coordinator and approved by the decision of the relevant unit board of directors. The decision of the board of directors of the relevant unit is submitted to the Student Affairs Directorate and the Directorate by the relevant unit manager.

1. If the equivalent value of the course that the student will take at the counter institution at the University is determined in the Course Transfer and Adjustment Form, if this equivalent course has a prerequisite, the student must have completed this prerequisite course successfully before in order to take the course at the counter institution.
2. Students participating in global exchange programs must take at least 30 ECTS worth of courses per semester. However, in cases where this condition cannot be met for justified reasons, the approval of the parties specified in the first paragraph of this article is obtained. The responsibility for the delay of graduation due to the lack of ECTS belongs only to the relevant student.
3. The student must inform the parties specified in the first paragraph of this article about all changes made to the curriculum at the counter institution he/she is going to. It is the responsibility of the relevant student to prepare a new Course Transfer and Adjustment Form in which the changes are shown and to obtain the approvals of the relevant parties. In any case, the decision of the relevant unit's board of directors is required.
4. After the student submits the necessary documents related to the global exchange program, the directorate transmits the grade chart and other documents from the counter institution to the relevant unit manager for delivery to the parties specified in the first paragraph of this article.
5. In the transfer and adjustment procedures, the Course Transfer and Adjustment Form and the official grade schedule sent from the counter institution to the Director are taken into account. Transfer and adjustment procedures are performed directly without receiving an application from the student. The relevant units may request additional documents from the student if October deems necessary. The transfer and adjustment operations of the successfully completed courses at the other institution are carried out by the decision of the board of directors of the relevant unit upon the proposal of the parties mentioned in the first paragraph of this article. In transfer and adjustment transactions, the approved and successfully completed courses contained in the Course Transfer and Adjustment Form specified in the first paragraph of this article are transferred and adjusted without loss of credits and/or ECTS. While the administrative boards of the units evaluate the grade charts from the counter institutions in the course adjustments, they make use of the grade conversion tables adopted by the University senate.
6. Courses that the student has failed and courses that have not been approved in the Course Transfer and Adjustment Form are not transferred and adjusted.
7. The student is responsible for sending the grade chart from the counter institution to the University on time.
8. The decision of the board of directors of the unit is forwarded to the Directorate and the Directorate of Student Affairs.

## Responsibilities of the Outgoing Student

**ARTICLE 10 –** (1) The application documents requested by the counter institution are prepared by the student. The Directorate gives advice to the student in the preparation of the documents. All correspondence is carried out by the Directorate until the stage of application of the student to the counter institution.

1. The student is obliged to submit his/her documents to the counter institution in full before the application deadline notified by the counter institution.
2. It is the student's responsibility to follow up passport and visa procedures, travel and health insurance suitable for the purpose, collateral documents showing financial status and other necessary documents. Participation of students in the information meeting to be held by the Directorate on these issues is mandatory. Students who do not attend this meeting without providing a valid excuse will be deducted 5 points on their next application.
3. A student who refuses to participate in the program must inform the Director of his/her decision in writing within the dates determined by the Directorate. In order for the student to enroll in the University in the relevant semester, he/she must make this notification before the start of the course add/drop period. The decision of the board of directors of the relevant unit is taken about the student who refuses to participate in the program and notified to the Student Affairs Directorate.
4. The student participating in the global exchange program is obliged to comply with the rules and regulations of the opposite institution. In case the student takes disciplinary action at the other institution, this penalty is recorded in his/her file at the University.
5. The student is obliged to sign the commitment document provided by the Directorate before the global exchange program stating that his graduation may be delayed. Otherwise, the relevant student cannot participate in the global exchange program.

## Status of Students at the University and Administrative Procedures

**ARTICLE 11 –** (1) The Principles of Transferring Credits Between Associate Degree and Undergraduate Level Programs, Double Major, Minor and Inter-Institutional Transfer in Higher Education Institutions. article 4. pays paid tuition fees for the academic year in which the student will be in the global exchange program according to the paragraph, pays the tuition fee to the University within the period required and completes the registration renewal procedures.

1. The time spent at the opposite institution within the scope of the global exchange program is included in the maximum study period. The student is considered to be on leave within the period spent at the counter institution.
2. The scholarships of the students who receive scholarships from the university are evaluated within the framework of the duration and attendance conditions of the relevant scholarships during the period when the students are in the global exchange program.
3. Students' requests to extend the duration of the global exchange program are evaluated by their thesis/academic advisors, the relevant coordinator and the Directorate, depending on the fulfillment of the following conditions:

a) Acceptance of the extension request by the counter institution.

b) Not to prevent the right of another student.

c) To be considered appropriate for the academic development of the student.

1. The evaluation result of the extension application is notified by the Directorate to the student and the other institution by e-mail. It is the student's responsibility to prepare the documents related to the extension period and submit them to the relevant parties. If the extension request is approved, the decision of the board of directors of the relevant unit regarding the student's registration status is taken and forwarded to the Directorate and the Director of Student Affairs.

# PART FOUR

**Transactions of Students Coming to the University within the Scope of Global Exchange Programs**

## Applying to University

**ARTICLE 12 –** (1) Students who want to come to the university as exchange students are nominated by their own institutions. The relevant directorate / office at the opposite institution or the relevant student fills out the application form for the University's global exchange programs and sends it with the necessary documents before the application deadline.

## Evaluation, Acceptance Letter and Information

**ARTICLE 13 –** (1) Applications are finalized by the Directorate depending on the evaluation of the adequacy of the documents related to the students, the eligibility for quotas and the academic achievement status of the students applying to the relevant department / program within the scope of the inter-institutional agreements.

(2) The directorate prepares the acceptance letters of the students whose applications have been approved and transmits them to the students and the relevant units of the opposing institutions. Students whose applications have not been approved and the relevant departments of the opposing institutions are informed only by e-mail.

(3) The Directorate informs incoming students about visa procedures, residence permit, travel and health insurance, academic calendar, orientation program, University and life in the city before the exchange period.

(4) The Directorate advises incoming students on the academic and administrative procedures of the University.

(5) Incoming students are obliged to comply with the academic and administrative rules of the University.

## Course Selection and Learning Plan

**ARTICLE 14 –** (1) The incoming student fills out the Learning Plan document by using the Course Catalog list included in the academic information package of the University for the selection of the courses he/she will take and submits it to the Director before the deadline specified in the application.

1. In case the courses chosen by the student are not opened at the University, changes can be made to the courses by updating the Learning Plan document with the approval of the authorized coordinators of the University and the opposite institution.
2. The global exchange program coordinator consults on the incoming student's course choices and signs the relevant Learning Plan document. Before approving the courses that the student will enroll in, the relevant Coordinator confirms that these prerequisites have been met by looking at the Decrees of the students and the contents of the related courses, if there are prerequisite courses between the courses.
3. The courses that students request to take at the University and specified in the signed Study Plan document are forwarded to the Student Affairs Directorate by the Directorate. The registration of incoming students for the relevant courses is made by the Student Affairs Directorate.
4. Students' course loads are worth a maximum of 36 ECTS for one semester.
5. For the courses that the student wants to drop out, he/she must make transactions through the student operating system within the date December determined by the University. The regulations on withdrawal from courses in the university's education-related regulations do not apply to students who come to global exchange programs. However, incoming students must register for at least 18 ECTS worth of courses under all conditions except for force majeure reasons.

## Registration Procedures

**ARTICLE 15 –** (1) The final status of the incoming student is finalized by the decision of the relevant global exchange programs coordinator. The course selection procedures of the incoming student are completed by transmitting the decision of the relevant coordinator to the Directorate and the Student Affairs Directorate.

(2) Notifications of students who have given up participating in global exchange programs are made to the relevant unit manager and the Student Affairs Director for notification to the relevant parties by the Directorate.

## Orientation Program

**ARTICLE 16 –** (1) An orientation program is organized by the directorate for incoming students at the beginning of each semester.

1. Academic functioning at the University, student operating system, information technology processes, etc. for incoming students within the scope of this program. information is provided on the issues. Incoming students are guided about official non-university transactions, and experiences related to university and city life are shared.
2. Global exchange program coordinators advise incoming students on their compliance with the program they are enrolled in.

## Status of Students at the University and Return Procedures

**ARTICLE 17 –** (1) Diplomas and titles are not given to students who come to the University within the scope of global exchange programs.

1. A Responsibility Control Form is opened by the Directorate for students whose global exchange programs have ended. Through this form, the coordinator of the academic unit to which the incoming students are affiliated, the Financial Affairs Directorate, the Information Technology Directorate, the Library and Documentation Directorate and other relevant units are requested to check the obligations.
2. The Directorate of Student Affairs prepares the English transcripts of the students whose global exchange programs have ended and they are sent to the opposite institution by the Directorate.
3. All services at the University offered to incoming students are closed as of the date announced by the Directorate.

# PART FIVE

**Various and Final Provisions**

## The Right to an Early Exam

**ARTICLE 18** *–* (1) Exam dates may be changed for incoming and outgoing global exchange program students by the decision of the relevant unit board of directors if necessary.

## Situations that May Require Cancellation of Participation in Exchange Programs

**Article 19** – (1) The participation of students and staff whose applications have been accepted to participate in global exchange programs, who have been selected or who are currently on exchange, in exchange programs may be canceled by the decision of the global exchange programs commission in the following cases. Students or staff are asked for a refund of the paid payment, if any, and disciplinary proceedings may be initiated against them.

* 1. To have received a disciplinary penalty of suspension for the semester in which he will participate in the global exchange program.
  2. Not to answer the questions posed by the directorate, relevant academic and administrative units in a timely manner without a justifiable reason, not to fulfill the expected obligations in a timely manner and not to deliver the requested documents in a timely manner.
  3. To make defamatory and untrue claims that will damage the institutional identity of the university.

## Activities Other than Exchange Programs

**Article 20 –** (1) Except for the global exchange programs included in this directive, the process is carried out in accordance with the relevant education regulations and guidelines of the University for students who want to take courses from a university abroad with the status of special students.

**Cases Where There is No Provision**

**ARTICLE 21 –** (1) Procedures are carried out in accordance with the relevant education and training regulations of the University on issues that are not covered by this directive.

# PART SIX

# Enforcement and Execution

**Enactment**

**ARTICLE 22 –** (1) This directive shall enter into force from the date of approval by the Senate.

## Execution

**ARTICLE 23 –** (1) This directive is executed by the Rector of Fenerbahce University.