

ISTANBUL ESENYURT UNIVERSITY
LIFELONG LEARNING PROGRAM (LLP) -
ERASMUS EXCHANGE PROGRAM DIRECTIVE

SECTION ONE Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to provide that student exchange programs and academic and administrative staff exchange programs carried out within the scope of the Erasmus Program between our University and European universities are carried out properly and in accordance with the Erasmus Guide issued by the Turkish National Agency.

Scope

ARTICLE 2

- (1) This Directive contains regulations and guidelines regarding student exchange programs and academic and administrative staff exchange programs carried out within the scope of the Erasmus Program.

Basis

ARTICLE 3 - (1) - This Directive was prepared on the basis of Article No.14 of Higher Education Law No.2547 dated 04/11/1981.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) **ECTS** refers to European Credit Transfer System,
- b) **IESULEPE** refers to Istanbul ESENYURT University English Proficiency Exam,
- c) **IESUSIS** refers to Istanbul ESENYURT University Student Information System,
- d) **University** refers to Istanbul ESENYURT University,
- e) **Commission** refers to the commission consisting of the authorized Vice Rector, Institutional Erasmus Coordinator, and a member elected among Departmental Erasmus Coordinators of Faculties and Schools,
- f) **Institutional Erasmus Coordinator** refers to the academic member authorized by the Rector to coordinate and carry out Erasmus Program on behalf of the University,
- g) **CAE** refers to Certificate in Advanced English exam,
- h) **EIS** refers to Istanbul ESENYURT University Education Information System,
- i) **Faculty** refers to Istanbul ESENYURT University faculties and schools,

- j) **IELTS** refers to International English Language Testing System,
- k) **Registrar's Office** refers to Istanbul ESENYURT University Registrar's Office,
- l) **Rector** refers to Istanbul ESENYURT University Rector,
- m) **Dean** refers to Deans of Istanbul ESENYURT University faculties and schools,
- n) **Internship** refers to internship within Erasmus Program for a period between 3 months and 12 months in an enterprise or organization in another participating country,
- o) **Head of Department** refers to Heads of departments of Istanbul ESENYURT University faculties and schools,
- p) **Erasmus Programme** refers to Erasmus student and academic and administrative staff exchange programs carried out among European countries.

SECTION TWO Practical Guidelines

Announcement of Erasmus Guide

ARTICLE 5

- (1) The Erasmus Guide is issued by the Turkish National Agency and Istanbul ESENYURT University. The Erasmus Exchange Program Directive is reported to students and academic and administrative staff via the [web page of the University's LLP/Erasmus Office](#).

Erasmus Commission

ARTICLE 6

- (1) The Erasmus Commission is established to provide that Erasmus Program is carried out properly and fairly on behalf of the University.

(2) The Erasmus Commission consists of the authorized Vice Rector, Institutional Erasmus Coordinator, and a member elected among Departmental Erasmus Coordinators of Faculties and Schools.

Institutional Erasmus Coordinator

ARTICLE 7

- (1) The Institutional Erasmus Coordinator is the academic member authorized by the Rector to coordinate and carry out Erasmus Program on behalf of the University.

Student Selection Process

ARTICLE 8

- (1) The student selection process among students who want to participate in the Erasmus Student Mobility Program is as follows:

{C}{C}{C}{cke_protected_1}a) {C}{C}{C}{cke_protected_2} Students who want to participate in the Erasmus Program must complete the Student Application Form that can be obtained from the Erasmus Office and submit the completed Form to the Erasmus Office. The transcript that can be obtained from the Registrar's Office must be attached to the Application Form.

{C}{C}{C}{cke_protected_3}b) {C}{C}{C}{cke_protected_4} Erasmus Program applicants whose grade point average is at least 2,50 must take the foreign language examination.

{C}{C}{C}{cke_protected_5}c) {C}{C}{C}{cke_protected_6} Minimum passing grade of the foreign language examination is 50.

{C}{C}{C}{cke_protected_7}d) {C}{C}{C}{cke_protected_8} Applicants are ranked by the Erasmus Office from highest to lowest according to their grade point average and the foreign language examination grade.

{C}{C}{C}{cke_protected_9}e) {C}{C}{C}{cke_protected_10} Erasmus Office designates the selected students list and waiting list for the Erasmus Program according to the student ranking and considering the Erasmus grant allocated to the University, and submits it for the commission's approval. In case there's an increase in the grant allocated to the University, the lists are rearranged accordingly.

{C}{C}{C}{cke_protected_11}f) {C}{C}{C}{cke_protected_12} Departmental quotas are designated by the commission. In case of a reasoned request by a Departmental Erasmus Coordinator to increase the department's quota, a meeting is held with the Erasmus Coordinator.

{C}{C}{C}{cke_protected_13}g) {C}{C}{C}{cke_protected_14} More quota may be designated for departments where the language of instruction is English rather than departments where the language of instruction is Turkish.

{C}{C}{C}{cke_protected_15}h) {C}{C}{C}{cke_protected_16} In case the grant allocated to the University is less than expected, departmental quotas are rearranged by the commission accordingly.

Academic Staff Selection Process

ARTICLE 9

- (1) The following criteria are considered in the selection of academic staff among the applicants who want to participate in the Erasmus Teaching Staff Mobility Program:

{C}{C}{C}{cke_protected_17}a) {C}{C}{C}{cke_protected_18} Academic staff who wants to participate in the Erasmus Program must apply to the Erasmus Commission. The selected academic staff list is designated by the Commission according to the applicants' academic title and administrative position.

{C}{C}{C}{cke_protected_19}b) {C}{C}{C}{cke_protected_20} Applicants' academic publications and experience in instructing in English have a priority in designation of the selected academic staff list.

{C}{C}{C}{cke_protected_21}c) {C}{C}{C}{cke_protected_22} Applicants are required to get permission from their Department and Faculty/School.

{C}{C}{C}{cke_protected_23}d) {C}{C}{C}{cke_protected_24} Applicants are required to take necessary precautions to provide that their duties/classes at the University are not neglected, and give make-up classes if necessary.

{C}{C}{C}{cke_protected_25}e) {C}{C}{C}{cke_protected_26} Only academic staff who hasn't formerly participated in an Erasmus Program through the University can apply to **the Erasmus Teaching Staff Mobility Program**.

{C}{C}{C}{cke_protected_27}f) {C}{C}{C}{cke_protected_28} Young academic staff who know a foreign language are encouraged by their Department and Faculty/School to participate in the Erasmus Program to gain experience instructing in a foreign language.

Student Internship and Administrative Staff Selection Processes

ARTICLE 10

- (1) The student selection process among students who want to participate in the Erasmus Internship Program is as described in Article 8. Criteria described in Article 9 are considered in the selection of administrative staff among the applicants who want to participate in the Erasmus Administrative Staff Mobility Program.

Announcements

ARTICLE 11

- (1) Announcements regarding Erasmus programs are made through the University's website as well as the bulletin boards throughout the campuses of the University.

Incorporating the Programs

ARTICLE 12 - (1) Erasmus programs are incorporated into the University's Strategic Plan and carried out considering the grant allocated to the University.

Orientation

ARTICLE 13 - (1) An orientation program is provided by the Erasmus Office for both incoming and outgoing Erasmus students and academic and administrative staff.

Foreign Language Examination

ARTICLE 14

- (1) The Istanbul ESENYURT University Erasmus English Proficiency Exam (**IESULEPE**) is prepared and conducted by the University's School of Foreign Languages.

Consultancy

ARTICLE 15

- (1) Consultancy services are provided for both incoming and outgoing Erasmus students by the Erasmus Office as well as the Erasmus Student Club through the "Consultancy System" and "Buddy System".

Assigning a Staff Member

ARTICLE 16 - (1)

A staff member is assigned for incoming Erasmus students to handle the procedures and issues related to the students.

Turkish Language Classes

ARTICLE 17

- (1) Turkish language classes are provided by the University for incoming Erasmus students.

Organizing Tours, Seminars

ARTICLE 18

- (1) Tours, seminars, courses are organized for incoming Erasmus students to familiarize the students with Istanbul and Turkey.

Credit Transfer

ARTICLE 19

- (1) Credit transfer for incoming and outgoing Erasmus students is managed according to the European Credit Transfer System (ECTS).

Student Satisfaction Survey

ARTICLE 20

- (1) Student satisfaction survey is conducted among incoming and outgoing Erasmus students for assessment and evaluation of student satisfaction, and reports are prepared according to the survey results.

SECTION THREE Miscellaneous and Final Provisions

Enforcement

ARTICLE 21

- (1) This Directive comes into force at the date of approval by Istanbul ESENYURT University Senate.

Execution

ARTICLE 22

- (1) Provisions of this Directive are executed by Istanbul ESENYURT University Rector.