

INFORMATION BOOKLET for ERASMUS COORDINATORS

OFFICE OF INTERNATIONAL AFFAIRS

The management and coordination of mobility activities within the scope of Erasmus + are carried out by the Office of International Affairs within the Rectorate.

Approval procedures regarding academic compliance and course equivalency of students who will come to IUE by taking advantage of the Erasmus learning mobility activity or who will go to partner universities from IUE, are carried out by Erasmus coordinators determined on a departmental basis.

Heads of departments/heads of divisions of associate/undergraduate/graduate programs of the University act as Erasmus+ department/program coordinator. When necessary, Erasmus+ department/program coordinator can be appointed by the Head of the Department/Division, with the approval of the relevant dean/school/vocational school/graduate school.

It is expected that the Erasmus Coordinators of the Departments will also support the promotion of international exchange programs in the relevant department in order to enable more IUE students to participate in international exchange programs.

Points to Consider About Outgoing Student Course Equivalency

- Outgoing Erasmus students are obliged to take at least 30 ECTS credits at the partner university.
- When deciding on course equivalency, the courses at the partner university are not expected to be 100% compatible with the courses at IUE. The coordinators can decide on course equivalency by looking at the content and credits of the courses.
- Course equivalency is determined not by the number of courses, but by the ECTS credits of the student at the partner university.
- A course with a high ECTS credit at a partner university can be equivalent to more than one course at IUE based on ECTS credits. (For example, a 7 ECTS credit course taken at a partner university can be equivalent to 2 courses with 4 ECTS and 3 ECTS at IUE.) If the student fails this high-credit course at the partner university, he/she has to repeat all the equivalent courses at IUE.
- If the ECTS credits of the courses offered at the partner university are low, more than one course taken at the partner university can be equivalent to one course at IUE based on the ECTS credits. (For example, 2 courses of 3 ECTS credits at the partner university can be considered equivalent to a course of 4 ECTS or 5 ECTS at IUE.) If multiple module courses taken at the partner university are equivalent to a single course at our university, the weighted grade point average of these courses is taken into account.

- Depending on the academic program of the partner university abroad, the total credits of the courses that can be taken in a semester can be a maximum of 33 ECTS and a minimum of 27 ECTS.
- The difference between the total number of credits taken at the partner university within the scope of Erasmus+ and the total number of credits taken by the student at IUE can be at most 10%. (For example, if the outgoing student is enrolled in a total of 30 ECTS credits at the partner university, these courses can be equivalent to a minimum of 27 ECTS and a maximum of 33 ECTS at IUE).
- While determining the equivalent of the courses taken at the partner university at IUE, there can be a maximum difference of 2 credits between the ECTS credits of the courses. (For example, if the XXX coded course that the student is enrolled in at the partner university has 5 ECTS credits, this course can be equivalent to a maximum of 7 ECTS credit course and a minimum of 3 ECTS credit course at IUE.)
- If the course that the student will be enrolled in at the partner university does not comply with any course in IUE in terms of content and there is no equivalent, the student can still enroll in this course. Courses that have no equivalency at IUE are counted as non-departmental/non-faculty elective courses in the student's program with the approval of the Erasmus coordinator and are recorded on the IUE transcript with the course code, name and credit of the partner university.
- Every failed course taken at the partner university has to be repeated at IUE until successful, even if the student has the ECTS credits required for graduation. Failed courses taken at universities abroad are taken again at IUE if the course content is exactly the same. If the failed course does not have an equivalent or is not exactly the same at IUE, a new course to be determined by the relevant Department/Program/Division is taken instead.
- The grades of the courses taken at partner universities abroad are converted to the grading system valid at IUE and these grades are recorded on the students' transcripts. These grades are also included in the student's cumulative grade point average (GPA). In case ECTS grades are specified in the transcript sent by the partner university, grade conversion is done according to ECTS grades.
- In case ECTS is not applied in the university where students study within the scope of international exchange programs, students can enroll in the partner university for the number of local credits deemed appropriate by the relevant IUE department coordinator.
- The following points are taken into account in the equivalency of second foreign language (SFL) courses to be taken by IUE students who will study at partner universities abroad within the scope of Erasmus and other international exchange programs:
 - a)** If the SFL course that the student wishes to enroll in at the partner university is the compulsory SFL course taken at IUE, an equivalence can be given for this course according to the code and name of the SFL course in IUE and this course can be counted as a compulsory course.
 - b)** If the SFL course that the student wishes to enroll in at the partner university is one of the courses that can be taken as a continuation of the compulsory SFL course already taken at IUE, equivalency can be given for this course according to the code and name of the SFL course at IUE

and this course can be counted as non-departmental/non-faculty elective within the scope of the first paragraph of article 4B of Regulation on Erasmus+ and Other International Exchange Programs.

c) If the SFL course that the student wants to enroll in at the partner university is different from the compulsory SFL course s/he is currently taking at IUE, and if this language course is the official language of the host country, equivalency can be given to this course by transferring the code, name and credit of the course taken at the partner university in the same way and this course can be counted as non-departmental/non-faculty elective.

ç) If the SFL course that the student wants to enroll in at the partner university is different from the compulsory SFL course s/he is currently taking at IUE, and if this language course is not the official language of the host country, equivalency can be given to this course by transferring the code, name and credit of the course taken at the partner university in the same way. However, this course is shown with a "NI" grade on the IUE transcript, without being included in the total of GPA, GPA and ECTS.

Approval/Signature Procedures

- Students participating in the Erasmus learning mobility must determine the courses they will take at the partner university before they go with the approval of the Erasmus coordinators in order to start their mobility.
- Students must submit the courses they will choose at the partner university to the approval of their Erasmus coordinators by filling out the “Online Learning Agreement (OLA)”. For coordinators to approve the courses, they must log in to the system via the Erasmus Dashboard and complete the approval procedures by examining the courses of the relevant students. In case of institutions that have not yet entered into an Online Learning Agreement, the student's learning agreement is approved on paper and the procedures are carried out.
- Students, who will participate in the exchange program within the scope of bilateral academic protocols other than Erasmus, must fill in the course registration form of the partner university.
- The "Course Equivalency Table" must be filled by the students before and after the mobility in order to complete the course equivalency procedures at IUE.
- The prepared form is signed by the department/program head, department/program coordinator, second foreign language coordinator, if any, and/or double major/minor program coordinator.
- After the mobility starts, students may request to add/drop courses due to overlapping courses or courses not being offered at the partner university. In this case, students must make course changes with the approval of their Erasmus coordinator.
- Coordinators can approve the course change requests of the students by logging into the system via the Erasmus Dashboard. For course changes without completing the necessary approvals, the recognition of new courses taken after returning from abroad cannot be guaranteed.

- Before approving the changes, coordinators should ensure that the total ECTS credits of the student at the partner university do not fall below 27 or exceed 33 after possible course changes.
- Graduate students participating in Erasmus+ and other international exchange programs can go to a partner university upon the recommendation of their Thesis Advisor, consent of the Office of the Head of Division, and the approval of the Graduate School Administrative Board. No grade transfer is made for these students when they enroll to courses under the name of “Master’s Thesis”, “Doctoral Thesis”, or “Thesis Studies” at a partner university. “P-In Progress” grade is used for these courses taken at the partner university during the respective mobility semester.

Points to Consider About Incoming International Exchange Student Procedures

- Erasmus coordinator advises not only outgoing IUE students, but also other international exchange students coming from abroad with Erasmus+ and other international exchange programs on course selection and other academic issues.
- There is no limitation on the ECTS credits required for incoming Erasmus/exchange students. Incoming students can enroll in the number of ECTS credits approved/permitted by their home university.
- Incoming Erasmus students send the list of the courses to be registered at IUE to the IUE Erasmus coordinator by filling out the Online Learning Agreement (OLA). Coordinators can approve the course selections of the students by logging in via the Erasmus Dashboard.
- Course selections of international exchange students who will study at IUE within the scope of bilateral academic protocols are confirmed by filling out the forms sent by the partner (sending) university.
- Coordinators can approve possible course changes of incoming Erasmus students by logging into the system via the Erasmus Dashboard.
- Incoming Erasmus students can take courses from different academic programs/faculties other than the departments with which we have an agreement with the partner university, if the relevant course has no prerequisite.
- Incoming Erasmus/exchange students can add/drop courses within 5 weeks after the semester starts.
- It is the student's responsibility whether the courses taken by incoming Erasmus/exchange students at IUE are accepted by the partner university.

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