



TC
İZMİR TINAZTEPE UNIVERSITY
INTERNATIONAL RELATIONS COORDINATOR AND EXCHANGE
PROGRAMS DIRECTIVE

Release date: 15/01/2021

Decision
No:2021/01

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FIRST PART

Purpose and Scope, Basis and
Definitions

Goal

ARTICLE 1- The purpose of this Directive is to determine the establishment and working principles of the "Izmir Tınaztepe University International Relations and Exchange Programs Coordination", which was established to increase the functionality and international recognition of international collaborations, partnerships and exchange programs to be realized by Izmir Tınaztepe University.

Scope

ARTICLE 2- This directive covers the exchange process and principles between İzmir Tınaztepe University and the higher education institutions and other institutions involved in these programs in the context of national and international bilateral agreements, exchange programs such as Erasmus, Mevlana and Farabi.

Rest

ARTICLE 3- This Directive is based on Article 4 of the Higher Education Law No.2547. Regulation on Student and Faculty Exchange Program Between Higher Education Institutions (Farabi Program) ”,“ Regulation on Mevlana Exchange Program and Article 14 of the Higher Education Law No. 2547, Higher Education Institutions Abroad, published in the Official Gazette No. 29849 dated 6.10.2016. It has been prepared on the basis of Article 23 of the Regulation on Joint Education Programs with Higher Education Institutions.

Definitions

ARTICLE 4- (1) In this Directive;

- a) University: İzmir Tınaztepe University,
- b) Board of Trustees: Izmir Tınaztepe University Board of Trustees,
- c) Rectorate: Rectorate of İzmir Tınaztepe University, ç)
- Rector: Rector of İzmir Tınaztepe University,
- d) Senate: İzmir Tınaztepe University Senate,
- e) International Relations and Exchange Programs University

Coordinator: The vice-rector responsible for conducting coordination activities on behalf of the University,

f) International Relations and Exchange Programs Unit: The unit of the university that carries out the activities of international relations and exchange programs, affiliated to the General Secretariat,

g) International Relations and Exchange Programs Commission: The International Relations and Exchange Programs Commission of the University,

ğ) International Relations and Exchange Programs Unit Coordinator: The international relations and exchange programs coordinator of units such as Faculty / Institute / Vocational School,

h) Exchange Program: The student must study at a higher education institution under international bilateral agreements or Erasmus program, do an internship in an institution, lecturer lecturers, lecturers / personnel receive education or the student in a contracted higher education institution within the scope of the Mevlana Program.



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To have education, to teach by faculty members or to study at a contracted university within the scope of the Farabi program,

i) Erasmus Program: The Erasmus program, which includes the Erasmus program, which includes mobility activities such as the student's education in a higher education institution abroad, internship in an institution / organization, teaching at an institution abroad, education of lecturers / staff. Education and youth program carried out by the Commission,

i) Mevlana Program: The program carried out by the Council of Higher Education (YÖK), which includes the student's education at a higher education institution abroad through the Mevlana Exchange Protocol and the lecturing mobility of faculty members,

j) Farabi Program: The program that covers the student's education in another higher education institution in the country through Farabi Bilateral Agreements and is carried out by the Higher Education Council,

k) National Agency: Presidency of the Center for European Union Education and Youth Programs,

l) ECTS (ECTS): European Credit Transfer System,

m) Erasmus Student Statement (EÖB): The document given to the students who will participate in the Erasmus Exchange Program before leaving the university and stating the rights and responsibilities of the student,

n) Erasmus Statement for Higher Education Institutions (ECHE: Erasmus Charter for Higher Education): A certificate of authorization stating that a higher education institution can participate in the Erasmus Program,

o) Inter-Institutional Agreement: The student / faculty member and staff exchange agreement between the units of İzmir Tinaztepe University and the units of higher education institutions abroad, which have the "Erasmus Charter for Higher Education Institutions",

ö) Learning Agreement: The University Exchange Program of the university to which the student participating in the exchange program will attend, the courses to be taken, the credits of the courses, the equivalents of the courses taken abroad in the relevant unit of İzmir Tinaztepe University and the student himself, the Unit Exchange Program Coordinator, the Exchange Program University Coordinator The agreement signed by the Coordinator and the Exchange Program University Coordinator,

p) Student Agreement: Refers to the agreement signed between İzmir Tinaztepe University and the student selected for Erasmus student learning mobility, which includes the learning agreement, general provisions and other conditions as well as the final report regarding the student.

SECOND PART

Fields of Activity and Sub-Units of the

Coordinatorship Activity Areas

ARTICLE 5 - (1) The fields of activity of the International Relations and Exchange Programs Coordinatorship are as follows:

a) To prepare the draft internationalization strategy and action program of the university, to implement the program approved by the rector.

b) Guidance to ensure the active participation of university academic staff in the National Agency and YÖK programs, as well as in other international exchange and scholarship programs.



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and providing coordination services; seminars, training etc. in this field. organizing organizations.

c) To support in coordination with university entrepreneurship and innovation coordination in the process of opening joint training programs with universities, units affiliated to universities, research centers and similar institutions abroad, realizing joint projects and organizing scientific activities.

d) To ensure the active participation of the university in the European Education and Youth Programs; In this context, to follow up all relevant programs and projects on behalf of the university, to receive a commitment from the executives of the accepted project proposals.

e) To encourage and support academic units' studies and preparations such as course catalogs and curricula so that students / teaching staff coming to the university within the framework of the programs and projects of the European Union can take / teach courses.

f) Helping, within the bounds of possibility, to meet the needs of academic staff, students and administrative staff who will come to the University within the framework of exchange programs or projects from abroad; To carry out adaptation programs, language courses and similar planning and implementation studies and to offer solutions to problems.

g) To assist academic staff, students and administrative staff who will visit universities and educational and research institutions abroad and to make efforts to solve the problems that arise.

ğ) To ensure that international projects, internship programs and events are announced to academic staff and students; To carry out the necessary education, information, guidance and other supportive activities in coordination with the university entrepreneurship and innovation coordination so that faculty members and students can take part in these projects.

h) Supporting the university's European Credit Transfer System (ECTS) and Diploma Supplement (DE) application and, when necessary, the ECTS label and DE label application process.

i) Participating in events organized abroad or domestically on subjects falling within its field of study, guiding the participation of other academic units.

i) To schedule and implement the necessary activities for the University to be better known abroad; To prepare, obtain, distribute and use all kinds of promotional materials, including catalogs and other promotional materials.

j) To participate in all kinds of international promotion and cooperation fairs organized at home and abroad of the University, to follow the incentive and support processes related to these events and to ensure coordination with the relevant Ministries,

k) To assist the Rectorate and administrative units in all kinds of correspondence and communication with institutions abroad.

l) To follow the relations with the international organizations that the university is a member of and to support academic units when necessary.

m) Performing other duties assigned by the Rector.

Sub units

ARTICLE 6 - (1) The sub-units of the International Relations and Exchange Programs Coordinatorship are listed as follows:

a) International Relations and Exchange Programs Unit



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b) International Relations and Exchange Programs Unit Coordinator,

c) International Relations and Exchange Programs Commission,

International Relations and Exchange Programs Unit

ARTICLE 7- (1) Fields of activity of the International Relations and Exchange Programs Unit,

a) To establish, develop and maintain cooperation with foreign universities in order to achieve the following objectives, taking into account the needs and potential of the university. Student exchange, faculty exchange, joint program, project, research and meeting, mutual cooperation in other fields.

b) To carry out all programs and projects, especially Erasmus, on behalf of the University, coordinated by the Center for European Union Education and Youth Programs.

c) To provide information flow on national or international projects to be carried out within the scope of the European Union Education and Youth Programs, to help the academic staff of the University produce projects and / or to take part in these projects, to carry out these projects together with the Entrepreneurship and Innovation unit.

d) Carrying out the necessary studies for the European Credit Transfer System (ECTS) and the Diploma Supplement (DE) within the framework of the Bologna process, and to carry out the necessary studies in order to ensure that the University receives ECTS Label and DS Label and becomes a recognized university in the EU. .

d) To organize promotional meetings with the Entrepreneurship and Innovation Unit in order to announce international projects, programs, seminars, courses, summer schools and similar opportunities to be held within the scope of European Union Education and Youth Programs to students and academic staff at the university, to distribute promotional statements, to announce on the website, to post advertisements and / or sending e-mail.

e) To provide information to the International Relations and Exchange Programs Coordinatorship in order to make the necessary arrangements and ensure their implementation in order to assist the academic staff who will participate in education and research programs abroad by using the resources of the European Union Education Programs and the University.

f) To act in order to ensure the allocation of the maximum allowance to the University for the European Union Education Programs and to plan the expenditures and to submit them to the International Relations and Exchange Programs Coordination Office to be submitted to the senate.

g) Preparing international protocol correspondence on behalf of the university and planning overseas visits.

ğ) To follow and help organize national and international fairs and events related to education and promotion, and to plan such activities.

h) Cooperating with the relevant units and organizing orientation programs in order to provide short-term foreign language education to those who need it among students and lecturers who will participate in international exchange programs.

ı) To make the necessary arrangements to meet the accommodation needs of students and academic staff from foreign universities and to organize orientation programs.

i) By cooperating with higher education institutions in the country within the framework of the National Exchange Program (UDEP) planned to be implemented by the Council of Higher Education



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to ensure student and academic staff mobility and to contribute to the planning and execution of joint education, research and social service projects.

j) To support the preparation of programs for inter-university activities to be held at the university, to contribute to the volunteer training activities to be carried out and to carry out the studies required by the International Relations and Exchange Programs Coordination in order for the university to be hosted in the realization process.

k) Conducting student exchange activities within the scope of free mover,

l) The university's catalogs, brochures, etc. all kinds of To prepare international promotional materials,

m) Within the scope of foreign currency earning activities, the Ministry of Economy, etc. To follow other incentive and support programs and to make applications to the University,

n) Foreign country consulates, institutions, etc. together with the relevant University representatives. representing the University in invitations from organizations,

o) In bilateral cooperation processes, making preparations for the procedures required by the Council of Higher Education and the Ministry of Foreign Affairs, and informing the International Relations and Exchange Programs Coordinator about the situation

ö) To carry out the membership procedures of the university to international organizations, to keep a record and to carry out the relevant pre and post-process activities,

p) To ensure the coordination of the university with the relevant institutions in order to rank at the top of the world ranking and to make the necessary preparations, to inform the International Relations and Exchange Programs Coordinator about what needs to be done.

r) Keeping a record of all the data that the Higher Education Council will request from the University within the framework of internationalization and submit it to the International Relations and Exchange Programs Coordinator.

s) Performing other duties assigned by the secretary general.

International Relations and Exchange Programs Unit Coordinator

ARTICLE 8- (1) They are appointed by the relevant Faculty Deanships and / or School Directorates from among the faculty members, assigned for three years and notified in writing to the Coordinator.

(2) Fields of activity of the International Relations Unit Coordinator,

a) To ensure communication between the Unit and the Coordinator

b) To work to increase and develop the international activities of the unit.

c) Submit a copy of the meeting minutes to the International Relations and Exchange Programs Coordinator.

International Relations and Exchange Programs Commission

ARTICLE 9. (1) Under the chairmanship of the coordinator, unit coordinators are composed of experts working in the unit and working in related subjects (such as scientific research and projects) in other units, and the Secretary General.

(2) The duties and responsibilities of the International Relations and Exchange Programs commission,

a) The Commission submits the necessary information and evaluation report to the Rectorate in order to determine the international policy of the University by the Rectorate.



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Carries out the necessary activities within and outside the institution in order to effectively implement the international policies determined by.

b) It prepares the steps and action plan to implement the determined international policy and coordinates other units to implement it.

c) It determines the priority areas in international relations and submits it to the International Relations and Exchange Programs Coordinatorship to be submitted to the Rectorate.

d) The rules and principles to be applied for determining the students (including Erasmus) who will exchange within the scope of agreements / protocols are determined within the boundaries published by the relevant institutions (eg National Agency).

d) For exchanges, it evaluates the education / internship programs of the students and the education and training plans of the staff.

e) Annual reports of the Coordinatorship and other national / international your reports It contributes to the preparation.

f) It informs the Coordinator in the preparation of international agreement and protocol documents.

g) While performing these duties, the commission may establish sub-commissions with the approval of the Rector and assign them to certain issues.

(3) Working procedure of the international relations commission

a) The commission convenes at the times specified in the announced calendar (at least once a month) or with the agenda at the call of the coordinator.

b) Members are obliged to attend the meetings. More than half of the number of members is the meeting quorum. Membership of a member who does not attend 20% (one fifth) of the meetings held without an excuse is canceled. The Unit Coordinator of this member is also dropped and the new Unit Coordinator is appointed by the relevant unit within two weeks at the latest.

c) The Commission makes its decisions on the basis of the majority of votes and submits its reports to the International Relations and Exchange Programs Coordination.

THIRD PART

Outgoing Students Under Exchange Programs

Exchange (mobility) conditions

ARTICLE 10- (1) For the activities within the scope of Erasmus learning mobility under the Erasmus program, there must be a valid inter-institutional agreement signed between İzmir Tinaztepe University and the higher education institutions holding ECHE.

(2) In the Mevlana exchange program, the higher education institution to be exchanged must be recognized by YÖK.

(3) For student mobility in the Farabi exchange program, there must be a valid Farabi Exchange Program Protocol signed between İzmir Tinaztepe University and a domestic higher education institution.

ARTICLE 11. (1) The grade point average and evaluation criteria required by students who will apply to the program are determined by the Turkish National Agency or YÖK for proposal, which ensures the coordination and organization of these activities at the country level.



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Application criteria

ARTICLE 12. (1) Students who will benefit from Erasmus learning mobility,

- a) Must be a student registered at İzmir Tinaztepe University.
- b) Students studying in preparatory and first year cannot benefit from Erasmus study mobility; However, these students can apply in the first year in order to become an Erasmus student in the second year.
- c) The student must have re-enrolled and have attended the program for one semester.
- d) Scientific preparatory year students in graduate programs cannot benefit from exchange programs.
- d) Students who will apply to exchange programs must have a GPA of at least 2.20 / 4.00.
- e) Graduate students who will apply to exchange programs must have a weighted grade point average of at least 2.50 / 4.00.
- f) Within the framework of the Erasmus Program, students who will benefit from the Erasmus program for the first time as of the 2021-2022 academic year will be able to receive grants up to a total of 12 months for each education level (associate degree, bachelor's degree, master's degree and doctorate), regardless of the number and type of mobility activities.
- g) Students who wish can become Erasmus students without receiving a grant. Students who do not receive grants are also subjected to general evaluation together with the students who receive the grant. Students who do not receive a grant are subject to the same process and process as Erasmus students who receive grants and can benefit from this exchange within the quotas of inter-institutional agreements.
- ğ) In determining the grade point average, the most recent transcript taken by the student is taken as basis. Although it is essential to use the current transcript given by the university of which Erasmus elections are made, it is essential for students who applied for the first semester at master's and doctoral levels and did not yet have a transcript at Izmir Tinaztepe University. Graduation grade point average is taken as basis. Similarly, for students who have transferred from another higher education institution through horizontal or vertical transfer and have not yet achieved a grade point average in İzmir Tinaztepe University, the grade point averages in the final transcript of the higher education institution they came from are taken into consideration.
- h) The student must meet all the application requirements specified in the Erasmus Handbook of the program in which he / she is enrolled.
- i) Students enrolled in master's and doctoral programs can benefit from the Erasmus program during the course or thesis period with the approval of their advisors.
- i) Students who go abroad within the scope of the Erasmus program are considered on leave for minor or double major education during their education abroad. However, if the courses equivalent to the courses in the minor and double major programs are available at the institutions they attend, they can take these courses abroad.
- j) Research assistants receive the approval of the relevant Department Chair and Dean's Office / Institute Directorate at the application stage.



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(2) Even if the student has lesson (s) from the lower semesters, if he / she meets the grade point average requirement, he / she can apply. If students who have a course (s) from the lower semesters cannot take the course (s) they have failed abroad, they have to take these courses in the first semester they are opened upon their return.

(3) The application evaluation and placement procedures of the students who will benefit from Mevlana and Farabi exchange programs are carried out according to the rules determined by YÖK.

Application

ARTICLE 13. (1) Lists showing the agreements between institutions for Erasmus student learning mobility are announced on the website of İzmir Tinaztepe University. Students can obtain information about Erasmus student learning mobility and application from the website. In addition, the necessary information is notified to all units in an official letter and announced by the units to be announced to the students.

(2) Application and examination dates are determined by the University Erasmus Commission and announced on the Erasmus Calendar website by staying at least 15 (fifteen) days.

(3) Applications are made to the units. Students make their choices in the application form according to the universities with which the unit has an institutional agreement. In addition, during the application, the approved transcript is delivered to the unit coordinators by the student.

Evaluation and placement processes and procedures

ARTICLE 14. (1) Erasmus foreign language written exam is held to determine the foreign language proficiency levels of students whose applications are deemed eligible as a result of pre-evaluation.

(2) Associate and undergraduate students must get at least 60 out of 100 points from the written exam in foreign languages. All applicants must take this exam. However, students who have obtained an equivalent score from an exam accepted by the Interuniversity Board (UAK) may not take the Erasmus foreign language written exam if they wish.

(3) Graduate students are required to get at least 70 out of 100 points from the foreign language written exam. All applicants must take this exam. However, students who have obtained a score equivalent to this score in an exam accepted by UAK may not take the Erasmus foreign language written exam.

(4) The "Foreign Language Speaking Level Determination Exam", which is conducted to determine the level of speaking, is conducted by the commissions established in the units.

(5) The Foreign Language Score consists of the written exam score and the weighted average of the oral exam to determine the level of speaking. The effect of the written exam on foreign language score

75%, the effect of the exam to determine the speaking level is 25%.

(6) The success grade to be taken as basis in the evaluation of the applications of the students applying to the Erasmus program is calculated by weighing the weighted grade average and the foreign language score according to the evaluation criteria specified in the National Agency's Call for Proposals.

(7) Applications are evaluated by the Unit Exchange Program Commission, taking into account the criteria determined for that year and announced before the application process. The lists prepared by this commission, taking into account the success scores of the students according to the determined criteria, the universities they prefer and the Erasmus quotas of the



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relevant universities, and the grant amount allocated to the University are sent to the University Exchange Programs Commission by the Faculty Dean or the Institute / School Directorate and the placements are approved by the Commission.

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(8) Evaluation results are announced on the website of İzmir Tınaztepe University, including all the points students have received.

(9) The weighted grade average of the student who is entitled to benefit from the Erasmus program is re-examined before the semester he / she will go. If the student does not meet the minimum application requirements, the student's status is re-evaluated by the University Exchange Programs Commission and the right to benefit from the Erasmus program is canceled.

The status of the students in İzmir Tınaztepe University

ARTICLE 15. (1) Exchange program students complete their registration renewal procedures without choosing a course in the relevant academic semester / year in which they study abroad or domestically.

(2) Students participating in the exchange program continue to pay their tuition fees at the university during their education at another institution abroad / in the country. In addition, they do not pay tuition fees to the host university.

(3) The time spent at the host university within the framework of the Erasmus program is included in the total education time of the student.

(4) The status of students and research assistants who want to benefit from the exchange program is evaluated within the framework of the relevant regulations and directives.

Actions to be taken after student selection

ARTICLE 16. (1) The participation of the permanent and alternate students who are determined to participate in the Erasmus exchange program in the "Orientation Program" (Orientation Program) is provided by the relevant Unit Coordinators.

ARTICLE 17. (1) A student who has been placed in a university with an exchange program and is entitled to attend this university, must obtain all kinds of information about the academic calendar of the unit at the university he / she will go to, education language, education program, dormitory facility and fee, country and city, average monthly expenses and transportation. is responsible.

ARTICLE 18. (1) The Unit Exchange Program Coordinator is responsible for establishing connections with the higher education institution abroad or in the country and assisting the student in academic matters.

ARTICLE 19. (1) The student prepares the Learning Agreement with the Unit Exchange Program Coordinator showing the names and credits of the courses to be taken during the exchange period, and the courses that are equivalent in the program of İzmir Tınaztepe University. This agreement is signed by the student and the unit coordinator and is negotiated and resolved in the relevant Institute / Faculty / School Executive Board.

(2) While the Learning Agreements are made, the courses to be taken at the other higher education institution are determined by the Unit Exchange Program Coordinator. The courses to be taken at the other institution and the courses that the student is required to take in the relevant semester / year at İzmir Tınaztepe University do not necessarily correspond exactly. However, care is taken to choose equivalent courses in the program as content.

(3) Erasmus and Farabi program students are expected to take approximately 30 ECTS credits in one semester and the course load of the student cannot be less than 24 ECTS in one semester. The number of equivalent courses or the total credits of students in associate and undergraduate programs at İzmir Tınaztepe University, İzmir Tınaztepe University Preliminary

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It cannot exceed the limits specified in the articles on course load in the Undergraduate and Undergraduate Education Regulations.

(4) Associate, undergraduate and graduate students are obliged to renew their education agreement within one (1) month from the beginning of the semester at the latest and send it to the Unit Exchange Program Coordinator for approval, if any courses they take at the universities they attend are not opened, the quota is full, or there is a change in the approved learning agreement.

(5) Amendments to the Learning Agreement must be discussed and resolved in the relevant administrative boards.

ARTICLE 20. (1) The documents discussed in the relevant administrative boards regarding faculty, institute and college students are sent to the International Relations and Exchange Programs Unit.

ARTICLE 21. (1) Prior to receiving Erasmus exchange program grant, student mobility students sign a contract with the International Relations and Exchange Programs unit.

(2) The names of the students who have signed the grant agreement and selected for the Farabi and Mevlana programs are notified to the Student Affairs unit by the International Relations and Exchange Programs unit.

ARTICLE 22. (1) Before the start of the academic year, each student is given an Erasmus Student Statement, which shows the rights and obligations, through the International Relations and Exchange Programs unit.

ARTICLE 23. (1) If the student to be sent within the scope of Erasmus study mobility will not be insured by the institution to which he / she will go, he / she has a private health insurance covering the exchange period and gives a copy of the policy to the International Relations unit.

ARTICLE 24. (1) The student who will go abroad is given a passport without fee and an exemption letter from the foreign exit fee by the International Relations and Exchange Programs unit. The letter regarding visa procedures is given to the student whose acceptance letter is sent to be delivered to the consulate / embassy.

ARTICLE 25. (1) In Erasmus study mobility, the grant amount to be paid to the student who receives his visa after completing all other procedures requested by the International Relations and Exchange Programs unit is calculated according to the country and period of stay and 80% of this amount is paid by the National Agency to the account of İzmir Tinaztepe University. It is paid to him before he goes abroad, provided that it is deposited. The student who successfully completes his education abroad is paid the remaining 20% grant after submitting the certificate of attendance and other required documents confirming the duration of his / her education.

Actions to be taken after the student returns

ARTICLE 26. (1) The student participating in the learning mobility shall receive the Confirmation Letter indicating the start and end dates of the education process, the updated Learning Agreement and, if brought with him, the Transcript of Records International Relations and Exchange Programs unit. has to deliver.

ARTICLE 27. (1) The transcript from the university abroad is given by the International Relations and Exchange Programs unit to the Dean's Office or Directorate.



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and sent to the Unit Coordinator. Academic Recognition Procedures are sent to the International Relations and Exchange Programs Unit after they are prepared by the Unit Coordinator and discussed in the relevant Graduate School / Faculty / School administrative boards. After the Recognition Documents are examined and approved by the International Relations and Exchange Programs Unit, they are sent to the Registrar's Office.

ARTICLE 28. (1) Students participating in the exchange program are obliged to prepare the Student Report regarding the exchange program and submit the International Relations and Exchange Programs Unit after completing their education activities abroad and returning to the University.

ARTICLE 29. (1) Students who attend the thesis period within the scope of graduate study mobility have to make a learning agreement with the university they go to, in order to receive at least 30 ECTS credits for their studies for each semester. The graduate student going abroad is obliged to inform the advisor lecturer about every stage of their studies. Graduate students must also fulfill the provisions in articles 26 and 28 of this directive after their return.

Academic recognition

ARTICLE 30- (1) The academic recognition procedures of students who have completed their education abroad or in another higher education institution in the country are carried out by the Exchange Program Coordinator of the unit where the student is registered.

(2) While the Proof of Recognition is prepared in Erasmus learning mobility, İzmir Tinaztepe University exchange programs associate degree, undergraduate and graduate grade conversion tables are used (Table 1 and Table 2). Considering the grade evaluation system of the institution where he / she is studying abroad, this transformation process is made by the relevant Unit Coordinator. In the graduate grade conversion, within the scope of the doctorate program, the student's grade in another institution must be at least D for learning mobility.

(3) The courses the student has taken abroad and are successful are included in the transcript of İzmir Tinaztepe University and in the diploma supplement with their original names.

ARTICLE 31. (1) While performing the above-mentioned grade conversion transactions, the following table is taken as basis:

Table 1 Exchange Programs License Grade Conversion Table

ECTS Grade	Explanati on	Note from İzmir Tinaztepe University	4 In the Grading System Provision	Of 100 Equivalent in the Grading System
A	Successful	AA	4.00	90-100
B	Successful	BA	3.50	85-89
C	Successful	BB	3.00	80-84
D	Successful	CB	2.50	70-79
TO	Successful	CC	2.00	60-69
FX	Unsuccessful	DC	1:50	55-59
F	Unsuccessful	DD	1.00	50-54



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F	Unsuccessful	FD	0.50	49 and below
F	Unsuccessful	FF	0.00	Semester / End of Year He did not take his exam.

Table 2 Exchange Programs Graduate Grade Conversion Table

ECTS Grade	Explanation	Note from İzmir Tınaztepe University	4 In the Grading System Provision	Of 100 Equivalent in the Grading System
A	Successful	AA	4.00	90-100
B	Successful	BA	3.50	85-89
C	Successful	BB	3.00	80-84
D	Successful	CB	2.50	75-79
TO	Successful	CC	2.00	70-74
FX	Unsuccessful	DC	1:50	65-69
F	Unsuccessful	DD	1.00	60-64
F	Unsuccessful	FD	0.50	50-59
F	Unsuccessful	FF	0.00	0-49

Students who come to İzmir Tınaztepe University within the scope of exchange programs apply

ARTICLE 32. (1) The student who wants to come to Izmir Tınaztepe University as an Erasmus program or other exchange program student provides the application form from the website of the International Relations and Exchange Programs unit or from the relevant exchange programs office at his own university, fills it out and sends it before the application deadline via the relevant office.

Course selection and learning agreement

ARTICLE 33. (1) Incoming students benefit from the Information Package, which can be accessed from the İzmir Tınaztepe University website, for the selection of the courses to be taken, and indicates the courses to be taken in the application form. In case the courses are not offered, changes can be made to the courses specified in the application form with the approval of the unit coordinators of both institutions.

(2) Incoming students send the Learning Agreement to the International Relations and Exchange Programs Unit.

(3) The Unit Exchange Program Coordinator also assists students in the course selection of Erasmus and other exchange programs and signs the students' learning agreements.

Sending the acceptance letter



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ARTICLE 34. (1) The application documents and the learning agreement are sent to the Faculty Dean's Office or the Institute / School Directorate for the evaluation of the Related Unit Exchange Program Coordinator. Evaluation results, Faculty Dean or



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It is notified to the International Relations and Exchange Programs unit by the Institute / School Directorate. Acceptance letters are prepared and sent to the accepted students by the International Relations and Exchange Programs unit.

Informing incoming students

ARTICLE 35- (1) A letter of acceptance and information notes are sent to the students. Information notes include information such as visa procedures, academic calendar and orientation program.

(2) International Relations and Exchange Programs unit provides consultancy for incoming students in the administrative procedures of the University.

ARTICLE 36. (1) Students' information is transferred to the University information management system through the Information Technologies Office. Student IDs are prepared by the Registrar's Office upon the request of the International Relations and Exchange Programs unit.

Orientation program for incoming students

ARTICLE 37. (1) An orientation program is organized at the beginning of each semester by the International Relations and Exchange Programs unit for incoming students. Within the scope of the integration program, the university is introduced, various social / cultural activities and trips are organized. Department / EABD exchange program coordinators also advise incoming Exchange Program students to adapt to their Program / Departments.

Procedures for students who have completed the exchange program at Izmir Tinaztepe University

ARTICLE 38. (1) A Certificate of Attendance is prepared by the International Relations and Exchange Programs unit, covering the period in which the student is studying.

2) Exchange students who have completed their program at Izmir Tinaztepe University submit their library cards and student ID cards to the International Relations and Exchange Programs Unit before returning to their countries. They get back the deposit they paid to the dormitories. The e-mail accounts of İzmir Tinaztepe University used by students who complete these procedures during the semester are closed and official transcript charts are sent to the International Cooperation Offices of their universities.

3) The grades of the courses taken by the student of learning mobility from the curriculum are prepared by the Unit Coordinator in accordance with the ECTS transcript by taking into account the grade protocols prepared by the lecturer, and the International Relations and Exchange Programs unit with an official cover letter through the relevant Institute / Faculty / School Dean / Directorate. sent.

CHAPTER FOUR

Erasmus Program Internship Mobility

ARTICLE 39 - (1) Students who will apply for the Erasmus student internship mobility program must meet the following conditions:

a) Having a GPA of at least 2.20 / 4.00 for associate and undergraduate students, 2.50 / 4.00 for graduate students,

b) Determining the institutions or organizations they will do internship with, the students or the Unit Exchange Program Coordinator, and providing the necessary communication,

c) Receiving a letter of acceptance from the institution or organizations where they will do their internship by the deadline.



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(2) As long as the amount of grant allocated to the university is sufficient, students who have previously received a grant from the Erasmus Internship Program can also benefit from the Erasmus Internship Program, in order to give priority to students of all education levels, who are in the same situation and who have never benefited from the internship.

However, the total duration of education and internship mobility cannot exceed 12 months for the relevant education level.

(3) There is no class requirement for internship mobility. Senior students can apply for internship mobility while in student status, but the internship activity must be completed within 12 months from the date of graduation.

(4) Students get the approval of the relevant department / EABD presidency in order to benefit from the internship activity.

(5) In the Erasmus program internship mobility, an agreement between institutions and the institution that will make the internship do not have to have an ECHE. Individual student internship agreements / agreements involving the relevant parties will be sufficient.

(6) Applications are made within the framework of the principles determined by the University Exchange Programs Commission, taking into account the criteria announced before the application process and determined for that year.

(7) The Training Agreement in internship mobility is signed between the host institution, İzmir Tinaztepe University and the student. The student prepares the Training Agreement with the Erasmus Unit Coordinator and the host institution, which includes information about the study program, skills, competencies, master teaching and recognition.

(8) The student who will go within the scope of internship mobility must have a comprehensive insurance (3rd Party Financial Liability or Personal Liability Insurance) according to the business risk.

(9) Before the student leaves, the International Relations and Exchange Programs unit signs the grant agreement. With this contract, it becomes definite that the student will participate in the Erasmus + internship mobility program.

(10) Grants are paid as determined and announced for that year.

(11) Students who return after completing their internship activities are obliged to prepare the Student Report regarding the exchange program and present the International Relations and Exchange Programs unit.

(12) Students returning after completing their internship send the required documents to the relevant department / EABD presidency. The documents to be taken as the basis for the internship activity are the internship report for the internship and the Certificate of Attendance confirming the time spent in the internship program. Relevant units may request additional documents other than these, if they deem necessary.

(13) Erasmus + internship mobility student's compulsory internship credit within the scope of the curriculum is accepted by the proposal of the relevant department / EABD coordinator and the approval of the head of the department / GSD and the decision of the board of directors of the school / faculty / institute. In order for the internship done within the framework of this program to be equivalent to the compulsory internship in the program in which the student is registered, that program must comply with the internship legislation. In cases where the internship is not compulsory in the curriculum, the internship transcript spent abroad is accepted to be recorded in the Diploma Supplement.



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FIFTH SECTION

General Principles Regarding Personnel

Exchange Mobility for teaching and training mobility

ARTICLE 40-- (1) Staff mobility includes two types of mobility, teaching mobility and training mobility.

Teaching mobility;

(1) In order to benefit from the lecturing mobility under the Erasmus or Mevlana program, the following conditions must be met:

- a) Being a full-time faculty member at İzmir Tınaztepe University,
- b) There is an inter-institutional agreement between the higher education institution abroad and İzmir Tınaztepe University for the Erasmus program, and the Mevlana Exchange Program Protocol for the Mevlana program,
- c) Having a curriculum accepted by both the sending and hosted higher education institution in lecturing mobility,
- d) The curriculum must meet the minimum conditions given in the annex of the contract signed between the National Agency and the higher education institution in the Erasmus program, and the conditions set by YÖK in the Mevlana program and signed by the relevant parties.

Training mobility;

(2) In order to benefit from the education mobility within the scope of Erasmus, the following conditions must be met:

- a) Being a full-time lecturer or administrative staff at Izmir Tınaztepe University,
- b) Having a business plan accepted by both the sending and the host institution in the training mobility,
- c) The business plan must meet the minimum conditions given in the annex of the contract signed between the National Agency and the higher education institution and be signed by the relevant parties,
- d) The Business Plan Form must be approved between İzmir Tınaztepe University and the institution to be visited.

(3) Education mobility can take place in a higher education institution or organization abroad.

Application

ARTICLE 41. (1) The application dates and the distribution of the quota received by the University are determined by the Izmir Tınaztepe University Exchange Programs Commission and announced to the units by the International Relations and Exchange Programs unit.

ARTICLE 42. (1) Applications for the program are made to the units. The results are reported to the International Relations and Exchange Programs unit through the relevant Institute / Faculty / School Dean / Directorate.

ARTICLE 43- (1) The salary and personal rights of the academic and administrative staff benefiting from the exchange program continue as they are.



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Evaluation process

ARTICLE 44. (1) The evaluation of the applications of the personnel who will benefit from lecturing mobility is carried out by the Unit Exchange Program Commission.

ARTICLE 45. (1) The evaluation of the applications of the personnel within the scope of education mobility is made by the University Exchange Programs Commission, taking into account the following criteria:

a) Priority is given to personnel who have not benefited from Erasmus Training Mobility and those who will go to countries and institutions that have not been visited before.

b) In case the applicants meet the conditions in item (a) equally, foreign language scores (KPDS, equivalent exam scores such as YDS, TOEFL) are taken as basis for selection.

Actions to be taken before going

ARTICLE 46. (1) The personnel whose applications are accepted should be assigned by the Board of Directors of the relevant unit for the period to be spent abroad.

(2) Before the relevant staff leaves, the International Relations unit signs the grant agreement. With this contract, it becomes definite for the relevant personnel to participate in the Erasmus lecturing or training mobility program.

Actions to be taken after returning

ARTICLE 47. (1) Academic and administrative staff benefiting from Erasmus staff mobility are obliged to bring a Participation Certificate stating the period of stay and lecturing / training at the higher education institution or organization they host. Personnel benefiting from Erasmus staff mobility are obliged to submit an activity report as determined by the National Agency, within 15 (fifteen) days at the latest following the completion of the activity, at the end of the mobility activity.

(2) Grants are paid as determined and announced for that year.

(3) The personnel who have completed the mobility period are obliged to submit the activity report form, travel documents and participation certificate to the International Relations and Exchange Programs unit.

SIXTH SECTION

Erasmus Program- Grants and Contracts

ARTICLE 48. (1) İzmir Tinaztepe University ensures that all responsibilities regarding the acceptance of the grant are accepted by the parties by signing the relevant contract before the grant is transferred to the student / academic staff / administrative staff.

ARTICLE 49. (1) Any other activity or program carried out by the European Commission cannot be supported within the scope of the Erasmus Student Mobility Program and no grants can be given to cover expenses.

ARTICLE 50. (1) Grants are not intended to cover all expenses of education / training / internship / training abroad, but rather to partially offset the expenses caused by the change.

ARTICLE 51. (1) People who will benefit from learning mobility and staff exchange are given 80% of their total grant. The remaining 20% will be given the relevant documents on their return.



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It is given after they have done. 80% of the grant to students going for more than one semester is made in two separate payments. The stated percentages may differ according to the percentages determined by the National Agency. (2) The same conditions apply to students who benefit from internship mobility.

ARTICLE 52. (1) The grant amount for exchange is determined by the National Agency every year.

SECTION SEVEN

Erasmus Program-Reimbursement

ARTICLE 53. (1) The International Relations and Exchange Programs unit asks the student to repay part or all of the grant given, in case the student is not successful during his / her education abroad.

(2) If the student does not submit the transcript for the study period abroad, the Certificate of Attendance and the Student Final Report Form, the International Relations and Exchange Programs unit asks the student to repay some or all of the grant.

(3) If the instructor or administrative staff does not submit the Certificate of Attendance and Final Report Form indicating that they have received training or lectures, the International Relations and Exchange Programs unit may return some or all of the grant from the lecturer or administrative staff. asks to pay.

CHAPTER EIGHT

Final Provisions

Cases with no provisions

ARTICLE 54. (1) In cases where there is no provision in this directive in the Erasmus Program, the provisions of the Erasmus Implementation Handbook prepared for each academic year by the Center for European Union Education and Youth Programs (National Agency) within the framework of the relevant legislation, Student and Faculty Member among Higher Education Institutions In accordance with the Regulation on the Exchange Program (Farabi Program), "The Regulation on the Mevlana Exchange Program and the Regulation on the Establishment of the Higher Education Institutions with the Inclusion of Higher Education Institutions Abroad and the provisions of the Regulation on the Establishment of Joint Education and Training Programs with the Inclusion of Higher Education Institutions Abroad, and in other matters according to the decisions of the relevant unit board.

Other exchange programs

ARTICLE 55. (1) Units and persons whose powers and responsibilities are specified in this directive are responsible for conducting all transactions of incoming and outgoing students within the scope of other exchange programs based on international bilateral agreements.

Force

ARTICLE 56. (1) After this directive is accepted by the University Senate, it comes into force with the approval of the Board of Trustees.

Executive

ARTICLE 57. (1) The provisions of this Directive are executed by the Rector of Tinaztepe University.