**REPUBLIC OF TURKEY**

**ALTINBAŞ UNIVERSITY**

**GUIDELINES FOR FULL RECOGNITION**

**FOR STUDENT EXCHANGE PROGRAMS**

**Purpose and Scope**

**Article 1 -** The purpose is to regulate the procedures and principles for the implementation of full recognition within student exchange programs at Altınbaş University.

**Basis**

**Article 2 –** This guideline has been prepared based on the following:

**(1)** The Erasmus Declaration for Higher Education granted by the European Commission,

**(2)** The grant agreements signed annually with the Presidency of the Center for European Education and Youth Programs,

**(3)** The Erasmus+ Key Action 1: Between Countries Participating in the Learning Mobility of Individuals in Higher Education, Handbook on Student and Staff Mobility for Higher Education Institutions,

**(4)** The ECTS (European Credit Transfer System) User’s Guide (2015),

**(5)** The Guide for On-Site Monitoring of the Erasmus Declaration for Higher Education,

**(6)** To the Regulation on Associate's and Bachelor's Degree Education and Instruction at Altınbaş University,

**(7)** Altınbaş University Graduate Education and Teaching Regulations,

**Definitions**

**Article 3 -** The terms used in these Implementation Procedures and Principles are defined as follows:

**(1) AU:** Refers to Altınbaş University,

**(2) ECTS:** Refers to the European Credit Transfer and Accumulation System,

**(3) Learning Mobility:** Refers to an enrolled student at Altınbaş University completing part of their education at a partner overseas higher education institution through an inter-institutional agreement.

**(4) Internship Mobility:** Refers to the process whereby a registered/new graduate (within the first year post-graduation) student of Altınbaş University gains professional training and/or work experience related to their registered academic field(s) at an institution abroad.

**(5) Relevant Academic Unit Presidency:** Refers to the Department and Program Heads at the Faculties / Institutes / Vocational Schools affiliated with Altınbaş University,

**(6) The Relevant Board of Directors:** Refers to the Faculty Board of Directors in faculties, the Institute Board of Directors in institutes, and the School Board of Directors in colleges and vocational schools.

**(7) Host University:** Refers to the partner universities where students study during their exchange period,

**(9) Host Institution:** Refers to the institutions where students undergo internships during their exchange period,

**(10) Relevant Erasmus Academic Coordinator:** Refers to the Erasmus Faculty / Institute / Vocational School and/or Erasmus Department/Program Coordinators appointed by the Department and Program Heads at the Faculties / Institutes / Vocational Schools affiliated with Altınbaş University,

**(11) Full Recognition (for Learning Mobility):** Refers to the inclusion of courses taken and successfully completed at partner universities in the calculation of the overall grade point average, with the course codes, titles, credits (if using the ECTS credit system), and grades from the partner universities indicated on our university's transcript and diploma supplements. A footnote (in section 6.1 of the diploma supplement) should specify under which exchange program/agreement the courses were taken.

**(12) Full Recognition (for Erasmus Internship Mobility):** Refers to the internship was carried out within the scope of Erasmus Internship Mobility, specifying the date range of the internship, the ECTS credits earned, and the name of the host institution under the "Additional Information" section (6.1) of the Diploma Supplement.

**STUDY MOBILITY**

**Article 4 -** The following rules are applied during the course selection and preparation of the learning agreement in study mobility.

**(1)** The learning agreement is a document that indicates the courses and credits that students, who are entitled to participate in study mobility, will take at the host university and which will be considered equivalent to the courses at Altınbaş University (AU), from which they will be exempted if they are successful. The document is prepared with the support of the relevant Erasmus Academic Unit Coordinator and must be signed by all parties, including the host university authorities, and submitted to the Erasmus Coordination Office before the exchange period.

**(2)** During the exchange period, in compliance with the credit acquisition regulations specified in the University's Associate, Undergraduate, and Graduate Education and Training Regulations, students are required to earn a minimum of 28 and a maximum of 45 ECTS credits per semester. Exceptional cases are determined through consultation between the host university, the Erasmus Institutional Coordinator, and the relevant Erasmus Academic Unit Coordinator.

**(3)** Master's and doctoral students at the thesis stage must specify their work as "thesis research" in the learning agreement and it should be indicated as "thesis research" at Altınbaş University (AU) as well. Additionally, students must obtain an acceptance letter from a faculty member at the host university who will supervise their thesis research.

**(4)** If a student intends to conduct thesis work but cannot find an advisor at the host university for their thesis, they must select courses totaling at least 30 ECTS credits for one semester or 60 ECTS credits for two semesters. The courses chosen at the host university will be aligned with the thesis work at AU.

**(5)** Students at the doctoral level in the thesis preparation stage are advised by the Erasmus Academic Unit Coordinator and determined by the respective academic unit chair regarding the research they will conduct at the host institution and the corresponding recognition at AU.

**(6)** All courses to be taken at the Host University must be written in the Learning Agreement with their ECTS credits and codes, if any. For courses to be recognized at AU, the code, name and credits must be written in the Learning Agreement opposite the course abroad.

**(7)** In cases where there is a discrepancy between the credits to be taken and recognized, it is recommended that the total difference does not exceed 2 ECTS credits. If equality cannot be achieved, priority is given to having a higher number of ECTS credits for courses taken at the host university.

**(8)** Students enrolled in Double Major and Minor Programs may take courses from both departments they are enrolled in, and this is subject to approval by the host university. The learning agreements of these students must be signed by the Erasmus Academic Unit Coordinators of both departments.

**(9)** In the learning agreement document, a course taken at the host university can be matched with multiple courses at AU, ensuring compatibility in course content and total ECTS credits. Similarly, multiple courses taken at the host university can be matched with one course at AU.

**(11)** It is mandatory to prepare the document before the exchange period, and the document comes into effect officially after being signed by all parties involved (Student, AU: Erasmus Academic Unit Coordinator, relevant Academic Unit Chair or Student's Advisor, Erasmus Institution Coordinator, officials of the host university).

**Article 5 -** In case of adding/dropping a course or making changes to the Learning Agreement, the following points will be taken into consideration:

**(1)** Within 1 month from the start date of education at the host institution, students may request changes to the courses specified in the learning agreement, with the approval of the relevant Academic Unit Coordinator and Erasmus Institution Coordinator. Subsequent changes may be possible for the student, provided they comply with the academic regulations of the host institution.

**(2)** If it is necessary to make changes to the courses matched at AU, this must be specified in the relevant section (During Mobility) of the Learning Agreement.

**(3)** In cases where courses are added or dropped, the minimum and maximum ECTS credits per semester and the difference in ECTS credits to be received and recognized must comply with the provisions specified in Article 4-(2),(7).

**(4)** Courses added and dropped at the host university must be fully documented along with their equivalents at AU.

**(5)** The student is responsible for ensuring that changes are made in a timely and proper manner.

**(6)** The section (During Mobility) of the Learning Agreement for adding and dropping courses comes into effect officially once it is signed by all parties (Student, AU: Erasmus Academic Unit Coordinator, Department Head or Student Advisor, Erasmus Institutional Coordinator, and host university officials).

**Article 6 -** The following principles are taken into account for the transcript to be accepted for recognition (equivalency) process;

**(1)** Providing the transcript is mandatory for recognition. Documents prepared for educational activities carried out by the host university of the students, indicating ECTS credits and grades related to participation in the said activity, may also be accepted with the approval of the relevant Academic Unit Head and the decision of the relevant Board of Directors.

**(2)** The transcript showing the student's academic performance for the courses taken at the host university is provided by the host university at the end of the exchange period.

**(3)** Students at the master's and doctoral levels who are engaged in thesis work should obtain a document approved by the host university indicating that they have conducted thesis work during the exchange period (the thesis topic may also be specified) instead of a transcript. After the mobility period, the student will present their thesis before a jury at AU.

**(4)** It is mandatory to submit the original transcript or an electronic version that is considered equivalent to the original to the Coordination Office at the end of the exchange period.

**Article 7 -** Decision and Implementation of Adaptation

**(1)** The equivalent courses at our University for the courses to be recognized are separately indicated in the Transcript and Diploma Appendix.

**(2)** The relevant Board of Directors, in accordance with the rules of the European Commission, makes an equivalence decision based on the courses and their equivalents specified in the Learning Agreement prepared before mobility and in the Learning Agreement during mobility.

**(3)** When making decisions on the recognition of courses taken at universities using the ECTS credit system or providing a conversion table from local grading systems to ECTS credits, Tables 1a and 1b are referenced for grade conversions,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUTGOING** | | | | |
| TABLE.1a | |  | TABLE.1b | |
| Associate/Bachelor | | Master/Doctorate | |
| **ECTS Grade** | **AU Grade Equivalent** | **ECTS Grade** | **AU Grade Equivalent** |
| A | AA | A | AA |
| B | BA | B | BA |
| C | BB | C | BB |
| D | CB | D | F |
| E | DC | E | F |
| FX | F | FX | F |
| F | F | F | F |

**(4)** In order to convert the grades of courses taken by incoming exchange students at our University, Tables 2a and 2b are sent to partner universities abroad.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOMING** | | | | |
| TABLE.2a | |  | TABLE.2b | |
| (Associate/Bachelor) | | (Master/Doctorate) | |
| **AU GRADE** | **ECTS GRADE EQUIVALENT** | **AU GRADE** | **ECTS GRADE EQUIVALENT** |
| AA | A | AA | A |
| BB / BA | B | BA / BB | B |
| CB | C | CB / CC | C |
| CC / DC | D | F | F |
| DD | E |  | |
| F | F |

**(5)** (5) For institutions that do not use the ECTS credit system, do not use the ECTS grading system or do not provide a conversion table for their local grading systems to ECTS grades, the Erasmus Coordinator creates a conversion proposal together with the relevant Erasmus Academic Unit Coordinator and sends it to the Education Commission.

**(6)** After a decision is made regarding the conversion of grading systems for universities that do not use the ECTS grading system or do not provide a conversion table from local grading systems to ECTS credits, if the university in question starts providing a conversion table, the decision made at our university regarding the grading conversion is cancelled.

**(7)** Courses evaluated without letter grades such as 'Pass', 'Satisfactory', etc., are recorded as 'Successful' in the AU transcript and are not included in the GPA calculation.

**(8)** If a course grade obtained by the student does not appear on the transcript, the course is considered as failed in transfer.

**(9)** If there are courses listed in the transcript that are not included in the Learning Agreement but are taken additionally by the student, meaning the student has taken extra courses beyond those specified in the Learning Agreement, these courses will not be retrospectively matched with courses at AU.

**(10)** In the recognition of courses from the partner university's transcript where the course code is not specified, the Student Affairs Directorate assigns a code starting with 'ERA' for the respective course.

**(11)** If a course at the host university is matched with more than one course, and if these matched courses belong to multiple course groups, the recognized course is associated with all relevant course groups, thereby reducing the student's obligations to complete the necessary course groups for graduation.

**INTERNSHIP MOBILITY**

**Article 8 -** In the preparation of the learning agreement for internship mobility, the following rules are applied:

**(1)** The learning agreement covering the job description at the internship institution is prepared before mobility with the support of the relevant Erasmus Academic Unit Coordinator and is signed by all parties, including officials from the host university, and submitted to the Erasmus Coordination Office prior to the exchange.

**(2)** The job description of the student must be relevant to the academic program in which they are enrolled.

**Article 9 -** If changes need to be made to the Learning Agreement, it is required that the student's job description is directly related to their registered academic field.

**Article 10 -** The documents of students who have successfully completed Erasmus Internship Mobility (Learning Agreement for Internship under Erasmus) are sent by the Erasmus Coordinator to the Student Affairs Department for inclusion in the students' Diploma Supplements.

**Implementation and Execution**

**Article 11 - (1)** This Regulation enters into force starting from the date it is approved by the University Senate.

**(2)** This directive is executed by the Rector of Altınbaş University.