

ERASMUS + DIRECTIVE

PART ONE PURPOSE, SCOPE and DEFINITIONS

ARTICLE 1 – (1) The purpose of this Directive is, within the scope of ERASMUS+, Student and Staff Mobility in Higher Education between Program Countries/Partner Countries within the scope of ERASMUS+ and in line with the Memorandum of Understanding and student exchange agreements signed between universities and universities and universities from Kocaeli Health and Technology University. It is to regulate the issues related to the personnel and students who will go to other higher education institutions for educational purposes.

Reference

ARTICLE 2- This directive based on,

- (1) The Erasmus Charter for Higher Education given by the European Commission,
- (2) Kocaeli Health and Technology University Associate Degree and Undergraduate Education Regulations,
- (3) Kocaeli Health and Technology University Postgraduate Education Regulation.

Definitions

ARTICLE 3 – (1) In this Directive;

- a) **University:** Kocaeli Health and Technology University,
- b) **.Rector:** : **Kocaeli Health and Technology University Rector,**
- c) **Vice Rector:** **Kocaeli Health and Technology University, Vice Rector for International Relations**
- d) **Unit:** Faculty, Institute, Vocational School,
- e) **Commission:** The commission for the execution of the Erasmus Program, consisting of Faculty/Institute/Vocational School Coordinators, Institutional Coordinator and authorized Vice-Chancellor,
- f) **Erasmus:** The sub-program of the Erasmus+ program related to higher education,
- g) **National Agency:** Presidency of the European Union Education and Youth Programs Center,
- h) **Inter-Institutional Agreement:** Student/personnel exchange agreement between university units and units of students within the scope of Erasmus student exchange,
- i) **Learning Agreement:** The agreement signed by the student herself/himself and the Department and/or Institution Erasmus Coordinators of both higher education institutions, indicating the University to which the student participating in the exchange will attend, the courses she/he will take, the ECTS credits of the courses will be considered equivalent at Kocaeli Health and Technology University,

- j) **Adjustment Table:** A document signed by the department, faculty, institutional Erasmus Coordinators, department head and student, containing the courses that the student will be compensated for at Kocaeli Health and Technology University if he/she is successful in the courses in the learning agreement,
- k) **Erasmus Student Charter:** The document, which is given to the student who will participate in the Erasmus exchange, before leaving the university and stating the rights and obligations of the student,
- l) **Study Permit:** Permission granted to the student who will benefit from the Erasmus Student Exchange Program by the decision of the faculty board,
- m) **Coordinatorship:** Kocaeli Health and Technology University Erasmus Coordinator,
- n) **Faculty/Vocational School/Institute Coordinator:** Kocaeli Health and Technology University Erasmus refers to the Faculty/Vocational School/Institute Coordinators.
- o) **Administrative Coordinator:** Kocaeli Health and Technology University International Relations Administrative Unit Coordinator,
- p) **Academic Coordinatorship:** Kocaeli Health and Technology University International Relations Academic and Administrative Unit Coordinators,
- q) **Host University:** Contracted universities where students will study during their exchange period
- r) **ECTS Credit:** European Credit Transfer System (ECTS) credit,
- s) **GPA: Grade Point Average,**
- t) **OLS:** Online Language Test,
- u) **ECHE:** (Erasmus Charter for Higher Education) It refers to the official document that ensures the execution of Erasmus mobility.
- v) **Faculty/Department/Vocational School/Institute Academic Coordinator:** Kocaeli Health and Technology University Erasmus Faculty/Department, Vocational School, Institute Coordinators.
- w) **Administrative Unit Coordinator:** refers to Kocaeli Health and Technology University Administrative Unit Coordinators.

PART TWO

Processes, Duties and Responsibilities

Duties and Responsibilities in the Implementation of Erasmus and Exchange Programs

ARTICLE 4 (1) Duties and responsibilities in the implementation of exchange programs are as follows;

a) Rector, represents the University under the European Commission and Erasmus Programme. It approves the application of the relevant year to be made in line with the National Agency, signs the contracts, inter-institutional agreements and other related documents, approves the interim report regarding the ongoing mobility period and the final report of the University for the completed activity period.

b) International Relations Coordinatorship, is responsible for the general operation and coordination of Erasmus and Exchange Programs at the University. The office carries out

the academic and administrative activities related to the execution of the program in line with the objectives included in the University's strategic plan. It communicates with the National Agency, determines the budget planned for the program, applies for mobility in this direction, and operates in order to realize the maximum possible number of mobility by using the annual budget given by the National Agency in the most effective way. It takes the necessary measures to ensure quality in mobility. It takes the necessary measures to ensure that students get the maximum benefit from the program.

c) Academic Unit Coordinators, are determined by the Faculty Deans/School Managers. The Unit Coordinators in the Department give their opinions on the agreement proposals sent to them, offer their suggestions about the universities they want to make an agreement with, advise the candidates from their units and partner universities who will apply to participate in the program on academic issues, and support the students in choosing a university and course. In addition, the beneficiary candidates who are entitled to participate in the program approve the relevant sections in the documents to be submitted. It promotes the program in its units and encourages students and staff to participate.

d) Institutional Coordinator: At the head of the office are the International Relations Officer, the Vice-Rector and the Institutional Coordinator appointed by the Rector. The Institutional Coordinator ensures that the program is carried out in accordance with the University's mission and vision and in line with the objectives of the internationalization action plan included in the University's strategic plan. The Institutional Coordinator ensures that the Program is implemented within the framework of the rules specified in the Program Guide and Implementation Manual published by the European Commission. It invites all Unit Coordinators to the meeting at least twice a year and exchanges views on the functioning of the program.

ARTICLE 5– (1) Erasmus Bilateral Exchange Agreements are made according to the following procedures and principles:

a) Erasmus agreements are arranged online via the EWP Dashboard system by the Erasmus/International Relations Unit Office upon the written request of the academic program or units and enter into force after being signed by the Rector.

b) Under the Erasmus Exchange agreement, the parties send a certain number of students to each other.

c) EU Education and Youth Programs Center Presidency - Turkish National Agency, which carries out the Erasmus Program, made Erasmus Bilateral Exchange Agreements signed by the Erasmus office and the student exchange quotas supported by the Erasmus Exchange Grant, upon the Erasmus Proposal Call made every year to the universities in Turkey that have the Erasmus Declaration, notifies the National Agency of Turkey within the framework of its procedures and principles.

PART THREE
Types Of Activity

ARTICLE 6 – The activity types of Erasmus Exchange Programs are stated below. (1)
Associate and Undergraduate Education Student Mobility

a) Student mobility can take place from one Program Country to another Program Country or Partner Country at the associate, undergraduate, postgraduate or doctoral levels and in any field of academic study.

b) Students can carry out study and internship mobility activities.

(2) Postgraduate Education Student Mobility

a) Postgraduate students and recent graduates (post-docs) can carry out short-term and long-term physical education or internship mobility abroad.

b) Virtual mobility can be added to physical mobility.

(3) Mixed Mobility

a) All kinds of study and internship activities abroad, including postgraduate and doctoral mobility, can be carried out as mixed mobility.

b) It consists of virtual and physical mobility components.

c) Students who are unable to participate in a long-term physical learning or internship mobility due to their academic field of study or the impossibility to participate may participate in a short-term physical activity with a compulsory virtual component.

(4) Staff Mobility

a) Staff mobility can take place from one program country to another program country or partner country.

b) The mobility activity should be compatible with the professional and personal development needs of the staff.

c) Personnel can perform teaching and training activities.

(5) Exchange Programs Mobility

a) Student learning and internship mobility activities can be carried out with a university with which we have bilateral agreement in any academic field of study at associate, undergraduate, graduate or doctoral levels

PART FOUR

Exchange Benefit Conditions

Agreements and Grants

ARTICLE 7 – (1) In order to be able to exchange within the scope of the Erasmus program, first of all, a bilateral agreement must be made between the institutions and the agreement must be submitted to the University Erasmus Coordinator before the exchange periods.

(2) The grant related to student/staff mobility and the organization of the mobility is allocated for the mobility realized within the rules and contract dates specified in the "Erasmus Implementation Handbook" prepared for each contract period by the European Union Education and Youth Programs Center Presidency.

Common Application Conditions for Students and Staff

ARTICLE 8 – (1) General application requirement for students and staff;

a. All our registered students and working academic/administrative staff can apply to Erasmus+ programs, except for the students who are studying at our university as Turkey scholarship students.

b. The student/staff must apply to the International Relations Unit Coordinatorship with the documents specified in the announcement, between the dates determined by the Coordinator's Office and announced on the websites.

General Rules Regarding Student Applications

ARTICLE 9 – (1) Students who study at our University as a Turkish scholarship student and all registered students outside the preparatory class can apply to the Erasmus+ Study and Internship Mobility activity. At the application stage, the students who have not yet had a transcript and transfer from associate degree must have an associate degree graduation grade of at least 2.20/4.00, and a high school graduation score of at least 75/100 for first-year students.

(2) Our graduate students must have completed their internship activity from the date of graduation until the end of the relevant Erasmus Project year, provided that they apply before they graduate and are accepted to the internship mobility program.

(3) The overall grade point average for undergraduate students who will apply to the program is determined to be at least 2.20 in the 4-point system, and at least 2.50 for graduate students.

Foreign language proficiency in Student Elections;

(4) The minimum score to be taken in the Erasmus Language proficiency exam to be held for the selection and ranking of Erasmus students is 60 out of 100.

(5) Students, if they wish, can have their exam results counted, such as YDS, YÖKDİL, CAE, FCE, PTE, TOEFL IBT, which they have attended before, with a validity period of 5 years backwards from the date of taking the exam. Our students studying in the departments

of our university studying in English can use the University English Exam results for 2 years backwards from the date of application to the Erasmus Program. Students who score below these values are considered unsuccessful and are not included in the Erasmus score evaluation.

(6) Students who want to apply in German must get at least B1 in the Kocaeli Health and Technology University exam. Students who want to apply in a language other than English and German must bring an international proficiency certificate and score in the language they want to apply. High school diplomas of students who have completed their high school education in an institution providing education in the language they will apply for are accepted for language proficiency. (High Schools providing education in German, Italian and French High Schools) Kocaeli Health and Technology University Foreign Languages exam is valid only within the relevant Erasmus semester, other international exam results are valid for two (2) years.

(7) The rights of the student who could not be sent due to lack of grant or other reasons by choosing the previous contract period cannot be transferred to the next year as an “acquired right”. Students who will participate in the program are re-evaluated and selected in each contract period. Students who do not take the exam without justification despite registering for the exam are given -5 points in the next exam they will take.

PART FIVE

Application and Evaluation Processes

Evaluation of Student Applications

ARTICLE 10 – (1) Student applications are received online through the ERASMUS+ application system. The students of the ERASMUS+ system receive their personal and grade point average directly from the Student Affairs System. Students who meet the conditions are taken to the foreign language exam.

(2) In order for students to be included in the weighted Erasmus score evaluation, their foreign language knowledge must be at least B1 level. (Foreign language requirements are specified in article 5.4 of the Directive). The Erasmus score is determined by weighting the foreign language exam result as 50% and GPA as 50%. Students with weighted Erasmus scores of 60 and above are considered successful, but the base score of the main list is determined according to the number of applications and the current grant status. The minimum Erasmus score can be changed with the decision of the Coordinators Board.

(3) Evaluation results are announced on the relevant web pages and the scores obtained by all students applying to the Erasmus program.

(4) The student notifies the University Erasmus Coordinatorship in writing of the university they will go to and that they will use their Erasmus right within five (5) working days after the scores are announced. The student who does not notify within the specified time is

considered to have waived her/his right and is replaced by the first standing reserve student. If the student assigned from the reserve list does not notify in writing that she/he will leave within three (3) working days, the next substitute student is placed in her place. The student who gives up participating in the Erasmus program although she/he is entitled, submits her/his reasoned decision in writing to the Erasmus Coordinatorship. Students who do not submit this document cannot apply to the Erasmus program again.

(5) **Internship Student Pre-Selection:** Students applying to the internship program are evaluated according to the criteria specified in article 6.2. Students who have found an internship related to their field of education and whose internship has been approved by their department among the students who have passed the pre-selection are entitled to do an Erasmus internship.

Staff Mobility Application and Evaluation Process

ARTICLE 11 –

(1) Application Conditions

a-Kocaeli Health and Technology University personnel who want to carry out teaching mobility in a higher education institution abroad must be full/part-time or contracted academic personnel who are employed and actively working.

b-Personnel who want to move to study abroad in a business or higher education institution **must be academic/administrative personnel employed full/part time** at Kocaeli Health and Technology University and actively working at the university. There is no cadre requirement for the academic/administrative staff employed at the university, and contracted academic/administrative staff can also benefit from the Erasmus training mobility activity. Personnel working within the scope of a subcontractor company, although affiliated with the university, cannot benefit from Erasmus mobility.

(2) Staff Mobility Language Proficiency

a. Personnel who will benefit from the mobility of teaching/training can have their exam results counted, such as YDS, ÜDS, YÖKDİL, CAE, FCE, PTE, TOEFL IBT, for which the validity period of the foreign language exam is 5 years backwards from the date of taking the exam.

b-If the personnel who will benefit from the training mobility cannot submit a language proficiency certificate, an exam prepared by the Foreign Languages Coordinatorship is given to the relevant candidate.

c-Personnel mobility selections are made separately for each academic year and the unused right cannot be transferred to the following years.

(3)The Faculty Erasmus Coordinators Committee sets a deadline for personnel mobility applications. The Commission may set more than one deadline in an academic year. In case the applications exceed the determined quotas, the coordinatorship makes a selection among the personnel who meet the following priorities and conditions, according to the arrival date

of the application. In order for the applications to be evaluated, a detailed program regarding the content of the mobility (courses to be given/or the full weekly program of the training to be taken) must be submitted.

(4) Evaluation of Applications / Priorities

a-Personnel who have not benefited from teaching/training activities before,

b-Units that were not involved in teaching/training mobility activities before,

c-Priority will be given to applicants who have not been involved in teaching/training mobility activities before, or who plan to carry out mobility activities with a small number of countries/higher education institutions/enterprises.

d-Personnel who have signed an Erasmus agreement with a new institution on behalf of the university are also given priority in using the relevant agreement.

e-The university reserves the right to request that the course to be held at the university to be held in front of the Faculty / Vocational School / Erasmus Coordinators when necessary.

PART SIX

Transactions of Those Selected to the Program

Learning Mobility Procedures

ARTICLE 12-

(1) Associate and Undergraduate Education Mobility

Students can study abroad within the scope of the program for one (1) semester (minimum 2 months) or two (2) semesters (maximum 12 months). Students can benefit from the Erasmus program for a maximum of 12 months at each education level throughout their education life.

The courses that the students will take at the institution they will attend do not have to exactly match the courses they are obliged to take at Kocaeli Health and Technology University. However, the courses that are closest in terms of content and that are equivalent in terms of hours/weeks should be selected. If matching cannot be achieved in compulsory courses, a learning agreement can be made with elective courses. In order for Erasmus Learning Mobility to be considered valid, students must take the course at a partner university for a minimum of 25 ECTS and a maximum of 32 ECTS per semester.

The courses in the learning agreement of the undergraduate students who will attend the program are determined and approved by the advisor and the Erasmus coordinator of the relevant department, and the courses they choose are determined by the Faculty Administrative Board by matching them with a course in the department's curriculum at Kocaeli Health and Technology University. (Adjustment table).

(2) Postgraduate Study Mobility

a-Students who participate in the MSc program by taking courses at the host institution have to make a learning agreement under the supervision of the MSc advisor and have it approved by the Graduate School Administrative Board before starting the mobility. Students in Non-Thesis Master's programs can only participate in the Erasmus Program in the third semester, provided that they receive 30 ECTS credits.

b-If the student is going to work on the thesis during the Erasmus program, he/she has the thesis subject approved by his/her advisor at Kocaeli Health and Technology University and notifies the institute before he/she leaves. The student has to find an advisor in the institution where he/she will work. Before starting the mobility, they should notify the International Relations Unit of the approval of their advisor abroad. Students have to prove their thesis work abroad with thesis progress reports given by their advisor at the host institution. During the thesis period, if the student wishes, they can participate in Erasmus + mobility, provided that they take at least 30 ECTS courses with the decision of the institute board of directors.

c-A copy of the approved learning agreement is sent to the Institute Directorate. If the student has to make any changes in the learning agreement after he/she starts studying abroad, he/she must immediately notify the institute and the thesis advisor of the change and get his/her approval (either electronically or by sending the change form). Changes in the learning agreement must be completed within the first month following the student's start of education at the host institution. Approved changes must be approved in the department, faculty or related institute by going through the same processes and the result must be reported to the Registrar's Office.

(3) Internship mobility

Internship Mobility is carried out according to the principles in the fourth section. Internship mobility can only be done in the field where the student is studying. Students confirm that the internship they find is suitable for their field and submit the "Internship Department Approval Form" to the Erasmus Office.

(4) Staff Mobility

Academic personnel who go abroad within the scope of teaching mobility are required to give lectures at least for the hours specified in the National Agency Implementation Handbook. Personnel going abroad within the scope of training mobility are required to receive at least two (2) working days of training. Otherwise, no grant payment will be made to the beneficiaries.

(5) Rules Regarding Grant Payments

Students/staff who go within the scope of the program are paid from the budget allocated to the Coordinatorship at the dates, amounts and procedures determined by the National Agency every year.

The grant is paid through the Coordinatorship without being subject to deductions (tax, social security and/or other social expenses, administrative management or registration fee).

In the event that the student quits his/her education abroad for any reason, cannot complete his/her studies or fails in at least two-thirds of the syllabus specified in the learning agreement, the right to partially or completely not making the remaining payment or to request a refund of the payment made is reserved. However, 20% of the total grant calculated for the period of stay abroad is definitely not paid, taking into account the failure of the students who do not attend their courses during their stay abroad and who are found to have not fulfilled their studentship obligations.

(6) Study Mobility Grant Payments

The grant payment of the student participating in the Erasmus learning mobility is made in two installments. The first payment amount to be made to the student is calculated according to the planned total activity period and at least 70% of the calculated amount is paid to the bank account that the student will open in his name after the student submits the visa copy to the International Relations Unit Coordinator before the mobility starts. Grant payment can be made after the student starts mobility in case of late grant payments originating from the European Commission or the National Agency.

The remaining 30% of the grant (second installment) is paid taking into account two main factors.

a-Erasmus grants are paid for the full time the student is studying. The full time calculation is calculated by comparing the dates on the certificate of attendance received from the institution the student attends and the passport entry-exit stamp dates, and the grant is paid on the basis of the shortest time period. If the student returns earlier than the stipulated date and deserves less than 70% of the first paid grant, she/he is obliged to return the overpaid grant.

b-The second factor affecting the grant payment is the success condition. Before leaving, the student signs a commitment stating that he will fulfill all his responsibilities as an Erasmus student. The most important of his responsibilities is to be successful in the courses he took at the host institution during the learning mobility. If there is no problem with the duration condition, the payment of the remaining part of the grant depends on the success criteria specified in the table below.

Succeeded ECTS	Remaining Grant Payment
between 30 and 20	The remaining 30% grant is paid to the student.
between 20 and 15	The excuse petition to be submitted by the student Erasmus Administration It is decided whether the remaining grant will be paid to the student after being reviewed by the Board.
between 15 and 10	No final payment of 30% is made to the student.
between 10 and 0	The student is accepted as a zero-grant and the grant payment made to him/her is withdrawn.

*** It is valid for cases other than health problems and force majeure evidenced by the report.**

(7) Internship Mobility Grant Payments

The first payment of the students participating in the Internship Mobility, at least 70% of the amount they deserve for the total activity period, is made to the bank account that the student will open on his/her behalf after the student submits his/her visa to the Erasmus Office and before the mobility. Grant payment can be made after the student starts mobility in case of late grant payments originating from the European Commission or the National Agency. Each student/staff signs a contract with the Coordinator before receiving an exchange grant.

An "Erasmus Student Charter" is given to students who will attend the exchange program before leaving the university. The student's rights and obligations are stated in this declaration.

Students who have completed all the procedures for participation in the Erasmus exchange program are given a study permit by taking the decision of the Faculty/Vocational School or Institute administrative board before going abroad. Copies of this document are also sent to the Registrar's Office and the EU Erasmus Office. Students who will go abroad within the framework of the Erasmus program are deemed to be on leave for the minor and double major education they will receive from different faculties during their stay abroad and their rights are reserved. Students continue to pay the tuition or tuition fee they are obliged to pay to the university while they study abroad.

Students do not suspend their major registrations. Kocaeli Health and Technology University gives the necessary documents to the students in order to protect their right to accommodation during their stay abroad. If the student receives a scholarship from any institution or his/her own university, the scholarships continue during the Erasmus program.

PART SEVEN
Grade and Credit Transfer, Incoming Students

Grade and Credit Transfer

ARTICLE 13 – (1) Students participating in the Erasmus exchange program have to send their transcripts of the courses they have taken to Kocaeli Health and Technology University at the end of each semester of the university they attend. ECTS - Kocaeli Health and Technology University credit and grade conversions are made by the relevant unit administrative board, taking into account the values in the "Kocaeli Health and Technology University - ECTS Grade Conversion Table".

(2) The grade conversion table to be used on their return for Erasmus students from Kocaeli Health and Technology University:

ECTS GRADE	Kocaeli Health and Technology University Equivalent Letter Grade
A	AA
B	BB-BA
C	CB
D	CC
E	DD-DC
F	FF

(3) The grades of the courses that undergraduate students take abroad and in which you are successful are converted into the grading system applied in Kocaeli Health and Technology University, and the original name of the student's education document (transcript) is added to the semester average and the general average by being processed with Kocaeli Health and Technology University credits of the course to which it is matched. The credits of all courses in which the student is successful are transferred as decided by the Faculty/Institute Administrative Board. At the beginning of the relevant semester, the name of the university where the student attends this semester is indicated.

(4) A graduate student can take the Seminar or Specialized Course at the university he/she attends. In order for students to receive the approved equivalent of the Specialization Course abroad, they must have determined their thesis topic at Kocaeli Health and Technology University.

(5) The grades of the courses that graduate students take abroad and are successful in are converted into the grade and credit system applied at Kocaeli Health and Technology University, and are recorded in the student's education document (transcript) with their original name, and added to the semester average and general average. Extra credit courses taken by the student are reflected as plus credits in the diploma supplement. At the beginning of the relevant semester, the name of the university where the student attends this semester is indicated.

(6) Graduate students who will submit a thesis proposal, thesis progress report and thesis must submit their thesis progress reports or thesis submissions within 1 month from the end date of the education specified in the Erasmus Participation Certificate (Confirmation Letter), regardless of the periods specified in the academic calendar. Doctoral students who take the Doctoral Qualifying Examination and fail the first part, cannot benefit from the Erasmus exchange program in the period when they will use their second rights.

Incoming Students

ARTICLE 14 – (1) Separate Erasmus classes are not opened for students who come to our university with the Erasmus program, students attend the courses offered at the university.

(2) Course registrations of incoming Erasmus students are made online or manually by the Erasmus Coordinator of the relevant department by filling out the course registration forms. A copy of the completed course registration forms is delivered to the Erasmus office by the student. The Erasmus office delivers the documents to the student affairs and ensures the registration of the student.

(3) The documents regarding the approved learning agreements and changes of the incoming Erasmus students are prepared in three copies and the originals are filed at the Erasmus office and one copy is filed at the Faculty/Department coordinators.

(4) Within two (2) weeks following the final exams at the end of the academic term, the Faculty/Department coordinators send all the grades the student receives from his/her own faculty/department or from other faculties and departments to the Erasmus office with a cover letter so that the student's transcript can be created.

(5) The grades received by the incoming students at our university are converted into ECTS grades using the table below.

ECTS Grade	Estimated percentage of students who achieved this grade	Definition	Kocaeli Health and Technology University Equivalent Letter Grade
A	10	Excellent	AA
B	25	Very good	BA
C	30	Good	BB-CB
D	25	Average	CC
E	10	Pass	DC-DD
F		Fail	FF

PART EIGHT
Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 15 – (1) In matters that are not included in this directive, action is taken in accordance with Kocaeli Health and Technology University Undergraduate / Postgraduate Education - Training and Examination Regulations and the provisions of the Erasmus Implementation Manual prepared for each academic year by the European Union Education and Youth Programs Center and other internal regulations.

Validity

ARTICLE 16 – (1) This Directive enters into force on the date it is accepted by the Kocaeli Health and Technology University Senate.

Implementation

ARTICLE 17 – (1) The provisions of this Directive are executed by the Rector of Kocaeli Health and Technology University.