Erasmus Study Exchange Process

This document summarizes the Erasmus Study Exchange process at the Department of Electrical and Electronics Engineering, Abdullah Gül University.
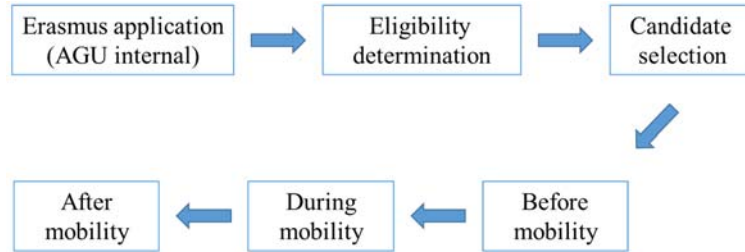

Fig. 1. Erasmus study exchange process flow

1. Erasmus application (AGU internal)

Once a year (typically during the early part of a spring semester), a university-wide call is made for the Erasmus exchange application. Students are asked to indicate their intentions between the study mobility and the internship mobility. Students are required to take an Erasmus English exam on a day scheduled by the university.

2. Eligibility determination

After the Erasmus English exam results are announced, Erasmus scores for the students are prepared by the Erasmus office. Eligibility for Erasmus exchange participation is determined by the University Erasmus Committee. Students' ranks for each department are also made available to be used during the candidate selection process (step 3). The Committee also determines the distribution of the mobility quotas for each department.

3. Candidate selection

A department-wide call is made to the eligible students, reaffirming their intentions in participation in Erasmus study exchange within a certain time frame, which is typically one year.

3.1. If the number of students who reaffirmed intentions by the call deadline are equal to the available quotas, all of the students are granted the exchange opportunities.

3.2. If the number of students who reaffirmed intentions by the call deadline are greater than the available quotas, opportunities are granted, starting from the highest ranked students according to the Erasmus score, and the students who are not granted opportunities are placed in a waiting list.

3.3. If the number of students who reaffirmed intentions by the call deadline are less than the available quotas, all of the students are granted the exchange opportunities, and another call is made with a new deadline.

4. Before mobility

Students who are granted the exchange opportunities need to determine the receiving university where students will go for a study mobility. Students are also expected to indicate in which semester (fall or spring) they will participate in the exchange.

4.1. After a careful study of the courses offered by the receiving university, students will select the courses to be taken, through the consultation with the Erasmus coordinator and the academic advisor.

4.2. Students create learning agreements to be signed by students themselves and the Erasmus coordinators of both universities.

4.3. A list of the selected courses and the proposed course matching are forwarded to the Department Substitution Committee (İntibak) for the approval.

4.4. Students submit Erasmus Exchange Petitions via UIS in order to obtain a leave of absence status from the university.

5. During mobility

If a need arises for a student to make changes in the course selection, (s)he must submit another Erasmus Exchange Petition via UIS to receive an approval from AGU. The student also needs to prepare a learning agreement for during mobility to be signed by students themselves and the Erasmus coordinators of both universities.

6. After mobility

6.1. A student needs to prepare a learning agreement for after mobility to be signed by students themselves and the Erasmus coordinators of both universities.

6.2. The student should submit the original transcript from the receiving university to the Student Affairs Office, and request the initiation of a petition (UIS) for the course transfer.

6.3. The petition has to be approved by the departmental Erasmus coordinator, department, faculty, and the Student Affairs Office.

6.3.1. The course matching is approved and the grade conversion is determined by the Substitution (İntibak) Committee.

6.3.1.1. The grading scales vary from university to university. Therefore, the grade conversion is based on the information provided by the receiving university, such as the highest/lowest grades, pass/fail grades, statistics, etc. The grade conversion table for a specific receiving university can be shared with the student upon request.