

**REPUBLIC OF TURKEY
ÖMER HALİSDEMİR UNIVERSITY**

FARABİ EXCHANGE PROGRAMME DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to organize the procedures and principles regarding the operation of the Farabi Student Exchange Program between Ömer Halisdemir University and other higher educational institutions.

Scope

ARTICLE 2 - (1) This Directive covers the principles of exchange of students between departments at Ömer Halisdemir University's associate, bachelor's, master's and doctoral degree departments and departments of other higher educational institutions.

Basis

ARTICLE 3-(1) This Directive was prepared based on the provisions of the Regulation, which is related to the Exchange of Students and Faculty Members among Higher Education Institutions which was enacted and published in the Official Newspaper dated 6/1/2010 and numbered 27545, which includes the 7th, 10th and 65th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) This regulatory includes;

- a) ECTS: Work load based on the European Credit System
- b) FEP: Farabi Student Exchange Programme between Higher Education Institutions
- c) FEP Department Coordinator: FEP is academic staff responsible for the execution of the activities of the Agency Coordination Office on behalf of the department,
- d) FEP Institute Coordinator: Academic staff responsible for the activities of FEP Agency Coordination Office on behalf of institute,
- e) FEP Faculty Coordinator: FEP Faculty Coordination Office academic staff responsible for conducting the activities on behalf of the faculty,
- f) FEP Participation Certificate: A signed and sealed document prepared by the higher education institution in which the educational activity is performed confirming the student's beginning and end time of education,
- g) FEP Institutional Coordinator: FEP Personnel directly responsible to the highest institutional manager or assistant of the higher education institutions responsible for the activities of the Agency Coordination Office on behalf of the higher education institution,
- h) FEP Authority Coordination Office: The unit responsible for performing procedures related to FEP in higher education institutions,
- i) FEP Occupational College Coordinator: FEP Academic staff responsible for conducting the activities of the Agency Coordination Office on behalf of the vocational college,
- j) FEP Student Declaration: A document prepared by the FEP Institutional Coordination Office with the written rights and obligations of the student,

k) FEP Student Admission Certificate: A document prepared by the higher education institution and indicating that the student has been admitted,

l) FEP Learning Protocol: A document indicating the number of credits and the equivalence of the courses,

m) FEP Protocol: Document indicating contracted universities and department, student and teaching staff quotas,

n) FEPS: The student who is entitled to perform at least one and at most two semesters of his / her education in another higher education institution within the scope of the FEP Protocol between higher education institutions,

o) FEP Compliance Audit Certificate: A document prepared by the FEP Office Coordination Office indicating whether the preferences of the FEPs are appropriate,

p) FEP College Coordinator: Academic staff responsible for the activities of the FEP Agency Coordination Office on behalf of the university,

q) FEP Obligation Contract: A contract signed between the university and the student including similar considerations such as the duration of the change, the amount of scholarship and other payments, and responsibilities if the student fails to meet its obligations,

r) FEPS Final Report: Once the period of change is complete, a document containing summary information about the student's activities and evaluations of the student,

s) Rector: The rector of Ömer Halisdemir University,

t) University: Ömer Halisdemir University,

u) YÖK: Counsel of Higher Education,

v) Higher Education Institute: Universities and advanced technology institutes.

PART TWO

FEP Provision of Institutional Coordination

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ARTICLE 5 - (1) FEP Agency Coordination Office and Duties:

a) The International Relations Office is also the FEP Office of Coordination Office.

b) Keeps records of exchange students and faculty members coming to the university under the FEP Protocol and ensures coordination with departments.

c) The students and faculty members who apply to go to the FEP framework make their selection within the relevant quotas.

d) Executes the administrative procedures of selected students and instructors to go.

e) Records and stores all information, documents and documents related to the FEP.

f) Introduces the FEP within the University and prepares promotional materials. It conducts correspondence to the concerned universities.

g) Works with the relevant coordinators, Student Affairs Department and Strategy Development Department.

ARTICLE 6 - (1) FEP Institutional Coordinator and Duties:

a) The FEP Institutional Coordinator is appointed by the Rector as an assistant to the

International Relations Office Coordinator.

b) Provides coordination throughout the University on all aspects of the FEP.

ARTICLE 7 - (1) FEP Institute, Faculty, College, Vocational College Department Coordinators and Tasks:

a) They are appointed by the relevant Unit Manager among teaching staff.

b) The decisions taken in the unit related to the FEP shall be communicated to the FEP Institution Coordinator.

c) They counsel with outgoing students on course selection. The selected courses are matched to the relevant unit courses and submitted to the approval of the board of the relevant academic unit.

d) They advising students coming from other universities regarding the selection of courses with FEP.

PART THREE

Student Exchange

ARTICLE 8 - (1) Students enrolled in the University are permitted to participate in student exchange programme of the FEP. The exchange includes the continuing education of a student enrolled at the University in another higher education institution in accordance with the FEP Protocol. The duration of student exchange covers at least one semester and two semesters.

(2) Students studying in preparatory and first year undergraduate and graduate programs cannot benefit from the FEP. Masters and PhD students cannot benefit from this program for the first semester in which they start their primary education with preparatory and scientific preparatory periods.

(3) The course loads based on the credits determined by the students on the basis of a common credit system cannot be less than the required course load in the same semester in the departments they are registered. In exchange, not the number of courses, but the credits of the courses are taken into consideration. In addition to the national accreditation system, the ECTS accreditation system can be used as a basis for student exchange.

(4) The FEP Department Coordinators are responsible for ensuring that students do not repeat courses that they may have due to courses they have taken or received in their departments, the courses they will take in their institution during the exchange period, the equivalence of the courses they will attend and the necessary precautions for students not to lose credit, course, semester or year. For this purpose, courses may be selected from lower and upper classes of the higher education institution in order to prevent repetition of courses during the completion of the credits. In the FEP Learning Protocol, the credits of the courses and the courses to be coordinated with the courses are determined in advance. Equalities are approved by the board of the relevant academic unit. The courses taken by the students who have benefited from the FEP and are successful are stated in the grade status document of the higher education institutions they are registered with.

Student Exchange Announcement

ARTICLE 9 - (1) The FEP Agency Coordination Office makes announcements the FEP Protocols on the web page and makes a call for applications within the quota determined by these protocols. These announcements contain information regarding the application conditions, the FEP learning motivation and the application process.

(2) The announcement should include the following information:

a) who may be present on the application,

- b) total quota for each department,
- c) the academic average and foreign language score required to apply,
- ç) documents and forms to be submitted during the application,
- d) the dates of the application, clearly indicated on the first and last day.

(3) All applications made during the course are recorded by the FEP Coordination Office of the University and after completing the application period, the FEP Compliance Audit Certificate is prepared and all applicants are sent to the examination.

(4) The FEP Office Coordination Office of the University publishes an application notice for each semester. Announcement dates are determined according to the reinforcement determined by the Regulation on Student and Faculty Member Exchange Program among Higher Education Institutions determined by YÖK.

The determination of departments and grade capacities

ARTICLE 10 - (1) The quotas of the students who go to the FEP framework are determined and the department capacity and facilities and the education and training activities are inseparable. The student selection is made based on the 5% of class presence according to the average academic grade average of the student when the number of students to go to FEP frame is determined. When the class presence is determined, the sum of the presence of the normal education and secondary education class is taken as basis.

Student Application Conditions

ARTICLE 11 - (1) The minimum requirements for students who apply to become a FEPS are:

- a) To be associate, bachelor, master or doctoral student registered at the University
- b) General academic grade average is to be at least 2.5 / 4.0 for undergraduate and graduate students and for graduate students is to be at least 3.0 / 4.0.

Evaluation of the applications and selection of students

ARTICLE 12 - (1) For each department and grade the following selection criteria are applied according to the quotas stated in Article 16:

a) If the education language of the higher education institution to be attended is Turkish, the grade average of the applicants will be taken into account and the grade average for each program will be selected. If the higher education institution to be visited is wholly or partly foreign language education, if the total number of foreign language scores showing the level of the applicant's foreign language used in education and 50% of the grade average of the applicant is taken into consideration, The students are given a weighted grade average and the selection is made.

b) If the courses to be attended to the higher education institution are partially or totally foreign, students who apply to the FEP are required to submit a central foreign language examination by ÖSYM or a foreign language examination result document determined in the protocol signed between the universities. Decisions of the Higher Education Council are based on the equivalence of national and international foreign language documents.

c) The application result list, which will include all the applicants and show the academic grade average, will be published on the website of the University International Relations Office.

ç) Students who wish to waive their right to participate in the FEP, though selected, give a petition to the Farabi Coordinator of the learning program in which they are registered. Students who cannot benefit from the exchange due to illness, accident and other causes of excuse and whose excuse is approved by the FEP Institution Coordinator can benefit from the program after their excuse is over. The excuse status of these students is documented and stored in the file.

Student Exchange Documents

ARTICLE 13 - (1) Before the change begins, the documents that should be included in the student file are:

- a) Student application document,
- b) Transcript,
- c) Document showing the level of foreign language (if the lessons in the higher education institution to go are partially or completely foreign)
- d) FEP Liability Convention.

(2) At the end of the exchange period, the student must submit to the FEP Institution Coordination Office at least fifteen days-notice status document, FEP attendance document and student final report in the higher education institution. An additional period of not more than fifteen days may be granted for the completion or correction of missing or incorrect documents of the students. Failure to deliver the documents in full within the time limit will result in the student's actions being invalidated and the payments made to him / her being requested.

FEP education protocol

ARTICLE 14 - (1) The FEP Learning Protocol is a protocol signed between higher education institutions performing the exchange and containing the curriculum defined before the start of the exchange period and the credits for those courses. In this protocol, the courses and credits of the student concerned will be clearly stated. The student declares that these courses are appropriate and they will follow. The sending department also undertakes that the courses taken with this protocol are accepted. In the FEP Learning Protocol, it is also specified with the credits to which the student will take courses instead of which courses. The equivalence of the courses is approved by the board of the relevant academic unit. The adopted learning program in this protocol should be directed towards the purpose of the program in which the student is currently studying.

(2) The FEP Learning Protocol is signed and registered before the exchange for the sender and the higher education institution. The FEP Learning Protocol is organized in four copies, and each student is kept in one copy on each side. The FEP Learning Protocol is also signed by the head of the relevant department, the relevant FEP Coordinator and the FEP Institution Coordinator. Changes to be made in the learning protocol for various reasons must be approved by the higher education institution authorized by the student, the higher education institution sending the student, and the student to whom the student has been sent within thirty days at the latest following the start of the academic period in the higher education institution. This period cannot be after the exam dates at which the FPO in the educational institution, which has been under no circumstances, has to attend.

(3) The student will not be able to enter or repeat a course recitation which is specified in the Learning Protocol and is successful. All courses that are successful at the end of FEP are indicated in the Diploma Supplement.

Educational costs

ARTICLE 15 - (1) Students continue to pay student fees by registering their departments during the period they are in. Students who participate in the FEP cannot be given a sabbatical year.

Exchange of students with special scholarship or without scholarship

ARTICLE 16 - (1) Provided that there are sufficient student quotas for the change in the FEP protocols and that the quotas of outgoing students referred to in Article 10 are complied with, FEPs may benefit from FEP activities using their own means and without scholarship.

Second student exchange activity

ARTICLE 17 - (1) Students can participate in the FEP once at each level of education.

However, a student can be a FEPS with at least one semester and a maximum of two semesters, only for one semester throughout his / her education and only on the level of education and training within the same academic year.

Course repetition

ARTICLE 18 - (1) Provided that the students are unsuccessful in any of the courses they are required to take at the higher education institution, they will repeat the course in the department they are registered as. The lesson is done by repeating the course of the student's learning protocol. Courses cannot be taken at higher education institutions. After returning to his / her department, the student cannot take any courses that have not been accepted in the FEP Learning Protocol as repeat courses.

Students' responsibilities

ARTICLE 19 - (1) Students who have received a certificate of admission from a higher education institution shall be deemed to have undertaken the obligations of the FEP. Students who have not started their studies without an excuse in the higher education institution to be visited in case of receiving FEP Student Admission Certificate will be dismissed. If any payments are made, they are requested. Students in this situation can no longer be a scholarship holder or a non-scholarship fund at any stage of education.

(2) FEP Students who have received a Student Admission Certificate will also be enrolled in the higher education institutes they will attend during the registration renewal period as they are obliged to renew their enrollment within the period they are enrolled. The records of the students are saved in FEP Agency Coordination Offices of the higher education institution.

SECTION FIVE

Solution of Problems to be Encountered, Enforcement and Execution

ARTICLE 20 - (1) The Regulation on the Exchange of Students and Faculty Member between Higher Education Institutions determined by Higher Education Assembly to solve the problems that may be encountered during the implementation of this Directive is taken as the basis.

Enforcement

ARTICLE 21 - (1) This Directive shall enter into force from the date of its publication.
Execution

ARTICLE 22 - (1) The provisions of this Directive are executed by the Rector.