

REPUBLIC OF TURKEY
NİĞDE ÖMER HALİSDEMİR UNIVERSITY
DIRECTIVE OF ERASMUS EXCHANGE PROGRAM

PART ONE

Aim, Scope, Legal Basis and Definitions

Aim

ARTICLE 1- This directive aims to regulate the process of Erasmus Exchange Program.

Scope

ARTICLE 2- Principles of the directive contain the duties and responsibilities of the unities and people about the process of students participated in Erasmus Exchange Program and mobility of academic and administrative staff.

Underlying definitions and principles

ARTICLE 3- (1) This Directive has been prepared in pursuance of the Article 14 of the Higher Education Law numbered 2547 and dated November 1, 1981.

Definitions

ARTICLE 4 - (1) This directive states;

- a) ECTS: European Credit Transfer System,
- b) Department Erasmus Coordinator (DEC): Omer Halisdemir University related Department Erasmus Coordinator,
- c) Institute Department (ID): Omer Halisdemir University related Institute Department,
- d) Institute Department Erasmus Coordinator (IDEC): Omer Halisdemir University related Institute Department Erasmus Coordinator,
- e) Institute Erasmus Coordinator (IEC): Omer Halisdemir University related Institute Erasmus Coordinator,
- f) Faculty Erasmus Coordinator (FEC): Omer Halisdemir University related Faculty Erasmus Coordinator,
- g) FLPESE: Foreign Language Proficiency Examination for State Employees,
- h) Vocational Junior College Erasmus Coordinator (VJCEC): Omer Halisdemir University related Vocational Junior College Erasmus Coordinator,
- i) NI: Unassigned lessons,
- j) Transcript: Transcript of Record, ToR.
- k) Rector: Omer Halisdemir University Rector,
- l) Senate: Omer Halisdemir University Senate,
- m) TOEFL: Test of English as a Foreign Language,
- n) Office of International Relations (OIR): Omer Halisdemir University Office of International Relations,
- o) University: Omer Halisdemir University,
- p) IFLE: Interuniversity Foreign Language Examination,

- q) University Erasmus Coordinator (UEC): Omer Halisdemir University Erasmus Coordinator,
- r) University Erasmus Committee (UEC): Omer Halisdemir University Erasmus Committee,
- s) Junior College Erasmus Coordinator (JCEC): Omer Halisdemir University related Junior College Erasmus Coordinator.

ARTICLE 5- (1) University Erasmus Coordinator,

- a) Appointed among the lecturers by the Rector.
- b) Presides over the University Erasmus Committee.
- c) Provides coordination throughout the University about every subject related to the Erasmus Program.
- d) Provides taking and execution of decisions together with the University Erasmus Committee.
- e) UNEK appoints at least two people among full-time faculty members as assistants with the approval of the Rector. The job of assistant of UNEK ends in case UNEK's job ends. The assistant of UNEK performs the tasks of UNEK at times when the UNEK is not available.

ARTICLE 6 - (1) University Erasmus Committee,

- a) Consists of UEC Assistants, Faculty, Institute, Junior College and Vocational Junior College coordinators under the Presidency of UNEK.
- b) Takes decisions concerning the Erasmus Exchange Program in the entire University.
- c) Coordinates and controls the functioning of the Erasmus Exchange Program, makes selection and placement of students.
- d) Decides on the timelines concerning the process

ARTICLE 7- (1) Faculty Erasmus Coordinator

- a) Appointed by the related Faculty Dean among Lecturers (especially Co-Dean responsible from students affairs).
- b) Informs BEKO about developments and decisions about Erasmus Program.
- c) Ensure coordination among EABDEK and the handling of decisions taken.

ARTICLE 8- (1) Institute Erasmus Coordinator

- a) Appointed by the Director of the Institute from among the lecturers (preferably the Assistant Director of the Institute responsible for the Student Affairs).
- b) Informs EABDEK about developments and decisions about Erasmus Program.
- c) Ensure coordination among EABDEK and the handling of decisions taken.

ARTICLE 9- (1) Department Erasmus Coordinator

- a) Appointed by the Chairperson of the relevant department among the academic members (preferably Deputy Head of Department responsible for Student Affairs).
- b) Introduces the Erasmus program in the relevant department, announces news about the program, and helps the students who want to benefit from exchange programs in university and course selection.

c) It is the responsibility of the students who want to participate in the program in coordination with ÜNEK, UAİO, FEK and Department Presidency, and to make and execute the agreements.

d) It guides the students returning from abroad to be enrolled in the courses of the courses they take during the change period.

e) Mentors the students coming from abroad with Erasmus exchange program about course selection.

ARTICLE 10 – (1) Institute Department Erasmus Coordinator,

a) Is appointed by the relevant ID Presidency among the faculty members.

b) DEC is also the ID Erasmus Coordinator in the post-graduate programs.

c) Introduces the Erasmus Exchange Program at ID, announces the news about this program, assists post-graduate students who wish to benefit from the exchange programs with the University abroad and course selection process.

d) Assumes the responsibility for selecting the students who wish to participate in the program and also making and implementing the agreements in coordination with the UEC, OIR, IEC and ID.

e) Directs the students who have returned upon the completion of exchange programs in recognizing the courses taken in the exchange period towards their programs.

f) Acting as an advisor to the incoming exchange post-graduate students in course selection.

ARTICLE 11- (1) Coordinator of the Graduate School Erasmus

a) Be assigned among the instructors (preferably Assistant Manager of Student Affairs) by the director of the Graduate School.

b) Introduces the Erasmus Program, announces the news about this program and helps the students who want to take part in the exchange programs about choice of university and courses.

c) In responsible of choice of the students take part in the program coordinated with ÜNEK, UAİO and the Graduate School Department Head and of agreements.

d) Directs the incoming students about the cooperation of the courses taken during the exchange program.

e) Mentors the incoming students about the choices of the courses in the Erasmus Exchange Program.

ARTICLE 12 – (1) Vocational Junior College Erasmus Coordinator,

a) Is appointed by the Director of the relevant Vocational Junior College among the faculty members (preferably the Assistant Principal responsible for Student Affairs).

b) Introduces the Erasmus program at the relevant department, announces news about the program, and helps students who wish to benefit from exchange programs with University and course selection.

c) Assumes the responsibility for selecting the students who wish to participate in the program and also making and implementing the agreements in coordination with the UEC, OIR, IEC and ID.

d) Directs the students who have returned upon the completion of exchange programs in recognizing the courses taken in the exchange period towards their programs.

e) Acting as an advisor to the incoming exchange undergraduate students in course selection.

ARTICLE 13- (1) The Office of International Relations:

a) Carries out the administrative procedures of the exchange students and faculty members and instructors who are selected to go in line with UNEKOM decisions, within the framework of the Erasmus agreements of the University.

b) Introduces the Erasmus Program within the University and prepares presentation materials. It conducts correspondences, makes agreements and updates correspondences to relevant universities.

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

ç) Erasmus Exchange Program coordinates;

1) External relations of the University,

2) Agreements and external relations originating from domestic (Farabi) and abroad (such as Leonardo da Vinci), any exchange programs and business association protocols,

3) Member exchange transactions.

d) Informs the appointed or terminated coordinators about the information relevant academic units.

Application Requirements

ARTICLE 14 – (1) During the application of students for Erasmus Exchange Program:

a) Students shall be finished at least one term associate, graduate and master degree.

b) In average grade, main requirements of Erasmus Learning Mobility are taken as basis for Lifelong Learning Program (LLP).

c) Students shall provide other application requirements predicted with the program.

(2) It is not an obstacle to apply for Erasmus Exchange Program with the disciplinary punishment and failure of students.

(3) English preparatory and scientific preparation program students shall not apply for Erasmus Exchange Program.

(4) The thesis and/or academic advisor of the student and EABD Presidency is authorized to take advantage of the Erasmus Program for the third semester masters and doctoral students who have not taken any seminar course or have not completed the course load of the program.

(5) Doctoral programs,

a) In the last semester that must be taken to the proficiency exam for Ph.D. students who have not yet taken the Ph.D.

b) In the last period to participate into the Defense of the Thesis Proposal,

c) Shall not apply for Erasmus Exchange Program in the last period of maximum period of the program.

(6) The research assistants take the approval of the dean/Institute directorate for the application. The research assistants shall deliver their application form like the other students to the UAIO.

(7) For the Erasmus Program undergraduate and doctorate students may apply for one semester or one academic year; graduate students are in one semester once during the study program.

Application Procedures

ARTICLE 15- (1) Introductory meetings are held by UAIO for students every year. Information on applications; The UAIO is announced on flyers hanging on the web pages of the academic units, on notice boards, and in flyers that are left for places such as student canteens.

(2) Application dates are specified in the academic calendar determined by the UAIO.

(3) Students may choose the number of universities to be determined by UNEKOM in their applications. When these preferences are determined, the course schedule of the relevant university,

the structure and content of the courses, the language of instruction, the European Credit Transfer System (ECTS / ECTS) Factors; The Department / Program / Master's Degree is taken into consideration by the thesis and / or academic advisors of the Erasmus Coordinator and the students. The student specifies the appropriate colleges on the application form and the application form is signed by the Department / Program / EABD Erasmus Coordinator.

(4) Documents required for application shall be submitted to the UAIO by the deadline for submission of the relevant period.

(5) In the event that Erasmus student placements conducted by UNEKOM remain vacant, UNEKOM may appoint a new application and evaluation schedule to receive new applications for vacant quotas.

ARTICLE 16 – (1) The accepted students shall take at least 50/100 from one of the exams of KPDS,ÜDS, TOEFL and those who do not have one of these certificates shall be successful in the Foreign Language Proficiency Exam organized by UAIO for the Exchange Program.

(2) The applicants shall review the criteria set for that year and announced before the application process. Placement of pupils shall be based on established and announced criteria, the total scores of the students according to their preferences, the universities they choose, the Erasmus quotas, considering the amount of grant allocated to the University and Department / Program / By the opinion of EABD Erasmus Coordinators and by ÜNEKOM. The number of replacement students is identified as the number of students placed for each program change (noble).

(3) Evaluation and placement results will be announced on UAIO network pages.

Lessons to be taken, study contract and course enrollment document

ARTICLE 17-(1) The Department / Program / EABD Erasmus Coordinator determines the courses they will take to the university by taking the opinions of the thesis and / or academic advisors of the students and the Department / Program / EADS Presidency.

(2) Learning Agreement indicating the courses the pupil has agreed to take at the university abroad is signed by Student, Department / Program / EABDEK and ÜNEK. The courses that the student mentioned in the Learning Agreement will take abroad will be the basis for the preparation of the Course Acceptance Certificate.

(3) Courses to be taken abroad in the scope of the Erasmus Program and their equivalents at Niğde Ömer Halisdemir University are indicated in the Course Acceptance Certificate. Work on the Course Acceptance Certificate is done by Department / Program / EABDEK. The Department / Program / EABDEK takes care of the Course Acceptance Document considering the following points.

a) Erasmus students should take a course with a minimum of 20 ECTS credits in one term and a minimum of 30 ECTS credits.

b) In the first semester the students will be given a course in Niğde Ömer Halisdemir University in terms of name, content and ECTS credit.

c) Selection of lessons that will contribute to the aims and learning outputs of the program in which the student has studied, in case the lessons in the program of the incoming university are not similar in terms of name, content and ECTS credits with the courses to be taken at Niğde Ömer Halisdemir University in the academic term to be attended by the student,

ç) To be able to receive appropriate courses from all possible periods of the abroad university to be attended, in response to lectures to be taken in the academic year at home,

d) In the process of course enrollment, if the ECTS credits of the courses of the abroad university are not equal in the same period, individual course matching can be done. If there is no equality, matching ECTS credit totals instead of individual lesson matching can be done.

e) Making the sum of the ECTS credits of the courses that the student will take at abroad university to the total of the ECTS credits of the courses that are to be taught in the same period of home university in case the credits of the courses that students will take are less than or equal to 30 ECTS credits. However, in case of inequality in the total ECTS credits, the sum of the ECTS credits of the courses that the student will take can't be less than the sum of the ECTS credits,

f) In the process of enrollment, while the ECTS credits of the courses to be taken at abroad university are made equal to the ECTS credits of the courses to be taken should be chosen among the courses the student repeats due to any failure of Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education and Examination Regulations,

g) In the process of course enrollment, Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education and Examination Regulations shall be applied for the courses taken from the top of the course in which the student goes abroad in the course of Erasmus.

ğ) In the course enrollment process, the lessons that the student will go to in university; If the academic term to be taken abroad by Erasmus is fall, Ömer Halisdemir University cannot be matched with the courses in the spring semester and Spring cannot be matched with the courses in the Fall semester.

h) The courses that the student will take at abroad university cannot exceed the limits at Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education and Examination Regulations for the undergraduate students and Niğde Ömer Halisdemir University Graduate Education and Examination Regulations for the graduate students.

ı) Lessons not to be included in the grade average at Niğde Ömer Halisdemir University are indicated as "Not Included" (NI) in the Course Acceptance Certificate.

i) A copy of the Course Acceptance Document based on the work done by the Department / Program / EABD Erasmus Coordinator is submitted to the approval of the Faculty / Institute / School Board with the decision of the Department / EABD Board and a copy of the Academic Advising Document approved by the relevant Board, and a copy will be sent to the Student Affairs Department. The decision of the Board regarding the Course Acceptance Certificate will be completed by 15 days after the start of the academic term in the university in which the student will attend. It is appropriate to make the decisions of the Board after the add-delete week in our University.

j) After returning to the university, the student is obliged to notify the Department / Program / EABD Erasmus Coordinator at least in one month after the start of the university academic year in which all the changes are made in the curriculum and obtain approval under the Learning Agreement and Course Acceptance Certificate. The Department / Program / EABD, which the student applies for approval of the changes made in the learning agreement, shall submit to the approval of the faculty / institute / college / vocational school of the relevant faculty / institute / school / vocational school the change of the learning agreement and the new course within 45 days from the beginning of the university academic period.

Application and Admission Process to the Other University

ARTICLE 18 – (1) The UAIO will inform the university where the students who are selected for mobility. Preparing the documents requested by the university is the responsibility of the student. However, the UAIO provides relevant student counseling services for the preparation of documents. Application documents will be forwarded by the student to the relevant offices of the universities, in coordination with the UAI, before the deadline.

(2) Travel details and visa procedures are at the student's own responsibility. However, in these matters the UAIO provides the necessary guidance, assistance and support to the students.

Statues of the students at Omer Halisdemir University

ARTICLE 19 - (1) Students cannot make an interval of their registration for the academic year that they are abroad under the Erasmus Exchange Program. Students enroll in the courses at Omer Halisdemir University and continue to pay tuition fees for the relevant academic term during this exchange period too. Students do not pay any extra tuition fees to the University which they will attend abroad. However, students are responsible for all expenses such as accommodation, transport, private personal expenses, nutrition, health insurance etc. The length of time students spending in a university abroad in the framework of the Erasmus Exchange program is included in the maximum study period.

(2) Research Assistants who want to benefit from this program are essentially treated with the same status as post-graduate students (post graduate / doctorate). However, when necessary, the situation can be evaluated by taking into consideration the regulations and directives related to Research Assistants.

(3) Students residing in the dormitories apply to the dormitory management to keep their rights of dormitory reserved. OIR supports these demands of students.

(4) The continuation, interval or cancellation of the scholarships of the students is at the discretion of the person /unit providing the scholarship. However, Omer Halisdemir University and OIR take the necessary measures to ensure that students continue to receive scholarships and credits that they have already deserved while staying abroad under the Erasmus Exchange Program and, upon student's request, present an opinion to the relevant person/ unit for scholarships not to be cancelled.

ARTICLE 20 – (1) Before the student leaves, a grant contract is signed between the University and the student. With this contract it is certain that the student will be admitted to the Erasmus Exchange Program. The donations are calculated and paid for as determined and announced for that year.

(2) Students participating in the learning movement are paid two grants. Up to 80% of the total grant will be paid before the student goes to the University for the first payment. In the second installment, at the end of the study period, the student in the participation document that is given to the student is made taking into account the exact duration of the activity of the learning activity.

(3) Upon completion of the Erasmus Exchange Program, the student;

a) shall be obliged to deliver the notarial document of the education period he has gone to university to UAIO.

b) shall be obliged to deliver the signed original Learning Agreement to the UAIO, including the changes he / she has made to the university in case he / she has done if for any reason the original cannot be supplied to this stage.

c) shall be obliged to deliver the Participation Certificate to the UAIO confirming the period of stay there.

d) shall be obliged to submit the Final Report evaluating the change period to the UAIO.

ARTICLE 21 - (1) Documents to be taken as basis in the course recognition process are:

a) Learning Agreement,

b) Course Recognition Document,

c) A transcript from the University abroad.

(2) Students who have completed their studies at the university abroad apply to the relevant Department / Program / ID Presidency with the original transcript taken from the university abroad.

(3) Relevant Department / Program / ID, Erasmus Coordinator carries out the relevant works on course recognition by taking the opinions of thesis and / or academic advisor and the Department / ID President. The grades that the student has got from the university abroad are converted into their

equivalents in their own University grading system in accordance with the grade conversion procedure for returning students stated in the 22nd ARTICLE of this Directive. The Department / Program / Institute Department presents the course recognition procedures done by the Erasmus Coordinator to the approval of the related department / ID Board Decision and the Faculty / Institute / Junior College Board, shows the courses of the students approved by the relevant Board and the grades received from these courses. One copy of the Course Recognition Document is sent to the relevant academic department, one copy to OIR and one copy to the Department of Student Affairs.

(4) All courses on the transcript are evaluated by the related boards considering the Course Recognition Certificate. Courses that are not shown under the "NI" status in the Course Recognition Certificate, including those the student failed, are counted as the course load at Omer Halisdemir University, and are added to the grade evaluation and shown in the transcript. Courses shown under the "NI" status in the Course Recognition Certificate are also shown in the transcripts with the grades, but are not added to the grade evaluation.

(5) Course recognition procedures are registered on the transcripts of the student by Omer Halisdemir University Presidency of Student Affairs Department. A copy of the transcript is sent to the OIR.

Grade conversion process

ARTICLE 22 - (1) The conversion of the grades received by the students abroad to the University's grade system must be done according to the 7th ARTICLE of the University Relative Evaluation Directive. When doing the conversion, the number of students who take the course should be accepted as 1 and the pass grade should be accepted as 70 at Omer Halisdemir University. The grade conversion process is completed by converting the grades into a letter grade corresponding to a letter in the Table I prepared in accordance with the European Union countries visited under the student mobility program.

NİĞDE ÖMER HALİSDEMİR UNIVERSITY GRADE COEFFICIENT			ECTS GRADING SCALE (AKTS)		GERMANY	BELGIUM	
POINT	NOTE	COEFFICIENT					
90-100	AA	4.00	A	EXCELLENT	1-1,3	18-20	
85-89	BA	3,5	B	VERY GOOD	1,7-2	16-17,99	
80-84	BB	3	C	GOOD	2,3-2,7	14-15,99	
75-79	CB	2,5	D	SATISFACTORY	3-3,3	12-13,99	
70-74	CC	2	E	SUFFICIENT	3,7-4	10-11,99	
65-69	DC	1,5	FX / F	FAIL	5	8-9,99	
60-64	DD	1				0-7,99	
50-59	FD	0,5					
0-49	FF	0					
ECTS GRADING SCALE (AKTS)			ESTONIA	PORTUGAL	ROMANIA	CZECH REPUBLIC	
A	EXCELLENT	A/5	A		10	1	5
B	VERY GOOD	B/4	B		9		4,5

C	GOOD	C/3	C	7 -- 8	2	4
D	SATISFACTORY	D/2	D	6		3,5
E	SUFFICIENT	E/1	E	5	3	3
FX / F	FAIL	F/0	FX / F	1 -- 4	4	2
ECTS GRADING SCALE (AKTS)		GREECE	FRANCE	HOLLAND	ITALY	ENGLAND
A	EXCELLENT	9--10	A	10	27-30	1ST/70% ABOVE
B	VERY GOOD	8	B	9	24-26	2ND/50-70%
C	GOOD	7	C	7--8	21-23	3RD/40-50%
D	SATISFACTORY	6	D	6	19-20	ORDINARY/35-35,9%
E	SUFFICIENT	5	E	5	18	PASS
FX / F	FAIL	4	FX / F	4	14-17	INSUFFICIENT
				3	0-13	
				2		
				1		
ECTS GRADING SCALE (AKTS)		SWEDEN	LATVIA	LITHUANIA	HUNGARY	
A	EXCELLENT	A	9--10	10	5	5
B	VERY GOOD	B	8	9	4	
C	GOOD	C	7	7--8	3	4
D	SATISFACTORY	D	6	6	2	3
E	SUFFICIENT	E	4,5-5	5	1	2
FX / F	FAIL	FX / F	4	4	F	1
			3	3		
			2	2		
			1	1		
ECTS GRADING SCALE (AKTS)		MACEDONIA	SLOVAKIA	POLAND	SOUTH KOREA	
A	EXCELLENT	10	1	5	A/A+(4-4.5-90-100)	
B	VERY GOOD	9	1,5	4,5	B+(3.5-85-89)	

C	GOOD	8	2	4	B(3,0-80-84)
D	SATISFACTORY	7	2,5	3,5	C+2,5-75-79)
E	SUFFICIENT	5--6	3	3	C(2,0-70-74)
FX / F	FAIL	1-4,99	4	2	D+(1,5-65-69)
					D(1,0-60-64)
					F(0,0-0-59)

PART FOUR

Incoming Students to Niğde Ömer Halisdemir University Within the scope of Erasmus

Application to the University

ARTICLE 23 - (1) The student who wishes to come to the University as an Erasmus student will receive an application form from the UAIO website or from the International / Foreign Relations Office at his / her university, fill in and send it to the University UAIO through the relevant office before the deadline for the relevant year.

Sending the Letter Course Selection and Learning Agreement

ARTICLE 24 - (1) The Incoming student makes use of the Course Curriculum and Course Contents that he / she can reach from the OIR web site for the selection of courses to be taken at Omer Halisdemir University and specifies the courses he / she will take in the learning agreement. If the courses are not offered, the courses specified in the learning agreement can be changed.

(2) The Department / Program / ID Erasmus Coordinators assists in the course selection of the Incoming students under the Erasmus Exchange Program and sign the course recognition form and the learning agreement of the students. After the learning agreement is signed by UEC, a copy of the original is retained by UEC, a copy is given to the relevant student, and a copy is sent to the International / Foreign Relations Office of the university where the student comes from.

Sending of acceptance letter

ARTICLE 25 - (1) After the application document and Learning Agreement are received, the application is evaluated taking into consideration the exchange balance (the outgoing-incoming student ratio) between the two universities, and the academic standing of the applicant. The OIR sends letters of acceptance to the students whose applications have been accepted.

Informing incoming students

ARTICLE 26- (1) Information notes are sent to the students along with the acceptance letter. Visa procedures in the information notes, academic calendar, and compliance program, etc. Information. The UAIO advises incoming students in administrative operations in the University.

Orientation program for incoming students

ARTICLE 27- (1) A compliance program is organized by the UAIO for students at the beginning of each semester. There are lessons designed specifically for this program and started before the start of the semester.

(2) Various social and cultural events within the scope of the integration program, university introduction are organized by both the UAIO and Erasmus Student Clubs as well as the relevant Departments / Programs.

(3) In addition, Department / Program / EABD Erasmus Coordinators will advise Erasmus students about their compliance to their Program / Departments.

Processes to be done for the students who complete the exchange at Niğde Ömer Halisdemir University

ARTICLE 28 – (1) Students completed the exchange program in university / Erasmus shall return their university library cards, student ID cards and Attachment Forms to the UAIO before returning to their home country. Their accounts are closed when students completed these procedures and their transcripts are sent to their International Relations Office by Niğde Ömer Halisdemir University UAIO.

PART FIVE

Student Internship and Staff Mobility

Student internship (placement) mobility

ARTICLE 29 - (1) Rules published in the Erasmus Implementation Handbook for Lifelong Learning Program (LLP) Higher Education Institutions will be taken as basis for the minimum requirements of the Erasmus Student Mobility Program activity for the grades of the students who will apply to the Erasmus Student Internship Mobility Program.

Students have to apply to institutions that have bilateral internship agreements with University or they have to arrange the internship by themselves, and make a bilateral agreement with the institution for the internship on behalf of the University. By the deadline, they have to obtain an official certificate of acceptance from the business / institution they will intern at.

(2) Students also make an Internship Training Agreement with the approval of the relevant Department / Program / EADS Presidency on the topic of internship, the duration of the internship, etc. and receive a Quality Commitment Certificate from the institution they will intern at.

(3) Applications are made within the framework of the principles established by the University Exchange Programs Commission, according to the criteria set for the concerned year and announced before the commencement of the application period.

(4) Before the student leaves, a grant contract is signed between Omer Halisdemir University and the student. With this contract, it becomes definite that the student will participate in the Student Internship Mobility program. Grants are paid in the way specified and announced for that year.

(5) The documents to be based on during the internship are Internship Success Assessment Certificate, Internship Recognition Certificate (the document showing that the internship period of the student's curriculum program is fully recognized by Omer Halisdemir University using ECTS credits) Certificate of Attendance and Student Final Internship Report.

(6) Students who have returned after completing their internship apply to the Department / Program / ID Presidencies for evaluation with the related documents.

(7) Students completing their internship are obliged to hand over a copy of Internship Success Assessment Certificate, Internship Recognition Certificate and Final Internship Report to OIR.

(8) The recognition of the internship is carried out upon the recommendation of the relevant Department / Program / Institute Department Erasmus Coordinator and Department / Program / ID President, by the decision of the Faculty / Institute / College / Vocational Junior College Board, taking into account the Internship Recognition Certificate and Internship Success Assessment Certificate.

Staff mobility

ARTICLE 30 - (1) Includes two types of mobility; Personnel Mobility; Teaching and Staff Training.

(2) To take advantage of the Lesson Mobility,

- a) shall be full or part-time employment at Niğde Ömer Halisdemir University staff,
- b) shall be an institutional agreement on Teaching Mobility between the higher education institution where the mobility take place and Niğde Ömer Halisdemir University.
- c) shall be answered positive to the call for proposals sent by the UAIO to departments one year in advance.
- d) shall be fulfilled the minimum time for the lecture that year determined by the university for the exchange.

(3) To benefit from the Staff Training Movement,

- a) shall be employed either full-time or part-time staff by Niğde Ömer Halisdemir University
- b) shall be an institutional agreement on the Movement of Personnel Education between the University where the mobility take place and Niğde Ömer Halisdemir University.
- c) shall be positive response to the call for proposals sent by the UAIO to departments and relevant administrative bodies one year in advance.
- d) shall gain knowledge, experience and skills related to the field of specialization for the minimum number of hours of training required for that year.

(4) Applicants are evaluated by ÜNEKOM and placements are made with the review of the criteria set out before the application process and set for that year.

- a) The staff member shall obtain permission from the manager for the period of time in abroad.
- b) A grant contract with Omer Halisdemir University is signed by the relevant staff. It is decided with this contact to be admitted to the Personnel Mobility Program.
- c) The award is paid in the manner set and announced for that year.
- d) Personnel who complete the period of mobility shall be obliged to deliver the personnel Mobility Activity Report, travel documents, Participation Certificate, Curriculum or Business Plan to UAIO.

Other Exchange Programs

ARTICLE 31 – (1) The units and individuals whose authorities and responsibilities are specified in this Directive are not only those of Erasmus, but also those of incoming and outgoing students, and also responsible for carrying out all transactions for lecturers and administrative staff within the scope of Exchange Programs based on other international bilateral agreements.

PART SIX

Enforcement and Execution

Enforcement

ARTICLE 32 – (1) This directive shall be published from the date approved by the Senate.

Execution

ARTICLE 33 – (1) This Directive is executed by the Rector.