

# **Firat University Erasmus+ Exchange Directive**

## **SECTION ONE**

### **Purpose, Scope, Basis, and Definitions**

#### **Purpose and Scope**

##### **Article 1:**

The purpose of this directive is to regulate the implementation of the Erasmus+ program and related activities at Firat University. It aims to establish the roles and responsibilities of personnel involved in executing the program across various university units.

#### **Basis**

##### **Article 2:**

This directive is based on the Erasmus+ University Program Declaration by the European Commission, annual mobility agreements with the EU Education and Youth Programs Center Presidency, the Firat University Associate and Undergraduate Education Regulation, the Postgraduate Education and Examination Regulation, and the Firat University External Relations and Promotion Unit Directive.

#### **Definitions**

##### **Article 3:**

The terms used in this directive are defined as follows:

- a) **University:** Firat University.
- b) **Unit:** Faculty, institute, college, conservatory, vocational school, and their subdivisions.
- c) **Coordination:** Firat University External Relations Coordination.
- d) **National Agency:** The EU Ministry's Education and Youth Programs Center Presidency.
- e) **Erasmus+:** The sub-program of the EU Lifelong Learning Program focused on higher education.
- f) **Bilateral Agreement:** An exchange agreement for students, teaching staff, or administrative staff between Firat University units and those of partner universities.
- g) **Erasmus+ Student Declaration:** A document outlining the rights and responsibilities of students participating in the Erasmus+ program.
- h) **Learning Agreement:** A contract specifying the courses, ECTS credits, and learning outcomes for a student participating in the program, signed by the student, the home and host institutions.
- i) **ECTS:** European Credit Transfer System.
- j) **Institutional Erasmus+ Coordinator:** A university official appointed to oversee the Erasmus+ program at Firat University.
- k) **Unit Erasmus+ Coordinator:** A faculty member responsible for coordinating Erasmus+ activities within their respective units.
- l) **Selection and Evaluation Commission:** A committee tasked with selecting candidates for the Erasmus+ program.

## **SECTION TWO**

### **Authority and Responsibilities**

#### **Institutional Erasmus+ Coordinator**

##### **Article 4:**

Appointed by the Rector, the Institutional Erasmus+ Coordinator ensures university-wide coordination of the Erasmus+ program, including signing agreements, overseeing administrative processes for incoming and outgoing students, preparing promotional materials, and collaborating with unit coordinators and the Student Affairs Department.

#### **Unit Coordinators**

##### **Articles 5-7:**

Unit coordinators are appointed by deans or directors and are responsible for informing and guiding

students about the Erasmus+ program, ensuring proper documentation, and facilitating communication with the Institutional Coordinator.

### **Selection and Evaluation Commission**

#### **Article 8:**

This five-member commission, appointed by the Rector, evaluates and selects candidates for the Erasmus+ program based on criteria outlined in the Erasmus+ Application Handbook.

## **SECTION THREE**

### **Conditions for Participation in the Erasmus+ Program**

#### **Article 9:**

Students must meet the following criteria to participate in the Erasmus+ program:

- Be enrolled in an associate, bachelor's, master's, or doctoral program. Preparatory students and first-year students are not eligible.
- Have a minimum GPA of 2.2 for undergraduate students and 2.5 for graduate students.
- Pass a foreign language exam conducted by the university or submit an equivalent valid language certificate.
- Follow specific procedures for course selection and approval, with the learning agreement approved by the department and unit boards.

## **SECTION FOUR**

### **Program Execution for Selected Students**

#### **Articles 10-13:**

Students must complete required documentation, including a learning agreement and placement agreement for internships. If changes occur in the approved courses during the mobility period, the learning agreement must be updated within one month. Upon return, students must submit all required documents, including transcripts and participation certificates, to the Erasmus+ office. Failure to complete the documentation or activity may result in the forfeiture of grants.

## **SECTION FIVE**

### **Erasmus+ Staff Mobility**

#### **Articles 14-19:**

Staff mobility activities include teaching and training opportunities within the framework of inter-institutional agreements. Selection prioritizes staff who have not previously participated and activities involving underrepresented institutions or countries. Participants must submit a signed work plan and receive a certificate of participation.

## **SECTION SIX**

### **Provisions Not Covered and Final Clauses**

**Article 20:**

For issues not addressed in this directive, the provisions of the Erasmus+ Application Handbook, university regulations, and Senate decisions will apply.

**Entry into Force and Execution****Articles 21-22:**

This directive comes into effect upon approval by the Fırat University Senate. The Rector is responsible for its execution.