RECOGNITION PROCEDURES FOR ERASMUS STUDY ABROAD

For Outgoing Students

Full academic recognition is the basic condition for the student mobility in the framework of the Erasmus programme. Full academic recognition means that the study period abroad (including examinations or other forms of assessment) replaces a comparable period of study at the home institution (including examinations or other forms of assessment). To enable full recognition of completed studies, a trilateral learning agreement among the student, home institution and the host institution will be made. Student has to follow this agreement during the whole exchange period. Recognition can only be denied if the student does not achieve the level required or fulfill the preconditions. The Learning Agreement (LA) covers the programme of study to be taken and the ECTS credits to be awarded for their satisfactory completion, committing home and host institution, as well as the student. The Transcript of Records (ToR) shows students' learning achievements in a way which is comprehensive, commonly understood and easily transferable from one institution to another. The Proof of Recognition shows students that the study abroad period has been recognized in the home institution.

At Istanbul University, the recognition procedure starts before an outgoing student departs. Before the student departs, the ' recognition sheet' is prepared by using the course study plan in the learning agreement of the student and full academic recognition is confirmed by the Executive Committee of the relevant Faculty. The ECTS credits to be gained at host institution are guaranteed. After completion of the studies abroad 'Proof of Recognition' is prepared by the Executive Committee of the relevant Faculty, by taking into account the information on 'Transcript of Records' provided by the host institution. Courses shown on the ToR should not be different from the courses previously confirmed with the LA form (unless the LA form had been revised by following the relevant regulations accurately).

The table below will be used to convert Istanbul University grades to ECTS grades:

ECTS Grades	Cooresponding I.U. Grades	Cooresponding Grades in Numbers
A	AA	4.00
B	BA	3.50
B	BB	3.00
C	CB	2.50
C	CC	2.00
D	DC	1.50
E	DD	1.00
FX	FF	0.00
F	FD	0.00

ECTS credits are converted to local credits by the Department Coordinator and Faculty Executive Committee by assessing the contents, learning outcomes and assignments of each course taken from the host university. After the conversion process, courses taken from

the host university are shown on the Transcript of Records with their original codes and names. The studies carried out by students during the mobility period are also clearly mentioned in the Diploma Supplement issued by Istanbul University.

For **Incoming** **Students**

The home institution of the incoming student sends his/her Student Application Form, Learning Agreement and Transcript of Records to Istanbul University. In coordination with the International Academic Relations Committee, the departmental Erasmus coordinator accepts the application after consulting with the Department. The International Academic Relations Committee confirms the decision to the sending institution and issues a "Letter of Acceptance" for the exchange student.

When the exchange student arrives at Istanbul University he/she checks his/her learning agreement with the departmental coordinator and makes the changes if necessary. If there are any changes, a modified learning agreement is sent to the student's home institution for approval.

When the exchange period ends, the student is given the Transcript of Records which implements the studies completed at Istanbul University. The Transcript of Records lists the course units taken, the credits gained, the local grades awarded and the corresponding ECTS grades. The "Confirmation of Attendance" is also sent to the student and sending institution within one month after the end of exchange period. Student's home institution uses the ToR for academic recognition as well.