Handbook for Outgoing Erasmus Students

ERASMUS PROGRAMME
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1- Information for Outgoing ERASMUS Students

Participation in the Erasmus program:

BİLGİ Erasmus Office will post the list of Erasmus students, who have been selected to go on Erasmus exchange by the BİLGİ Selection Committee. If the student’s name appears on the list, he/she is required to fill the form Letter of Conduct (Katılım Taahhütnamesi) and submit it to the Erasmus Office by the deadline announced. The Erasmus Office will then notify the Host University of the student’s nomination. He/she will have to deal with the application requirements of the Host University him-/herself after they have been placed by the Erasmus Office. Please be aware that the Erasmus Office cannot guarantee the students’ approval for the mobility grant because the Turkish National Agency may not approve the overall budget that the BİLGİ Erasmus Office requests. The money is allocated onto the students according to their conclusive grades (50% of their most updated GPA and 50% of their language test after selection).

Application process:

It is the student’s responsibility to apply to the Host University by the deadline the university set. Each university has different application procedures, forms and deadlines. If the Erasmus Office of İstanbul Bilgi University receives information from the partner institution regarding application procedures, deadlines and the course list, it will be shared with the students going to those universities. In any other case all students must look at the website of their exchange institution for deadlines of the University and application information (Partner University). Students are liable of missing deadlines. BİLGİ Erasmus Office does not have any influence on the deadlines set. Continuously keep track with the updates on the website of the university and search for information on the application procedures and deadlines under International Office, International or Erasmus Students, or ECTS Information Package. You can usually find a downloadable application form, an accommodation form, and information on courses in these sections. The very first step should be to have a look at BİLGİ Erasmus Agreements webpage, where students are able to click on the names of the universities directing to the webpages of the host institution (see the link below). Sometimes the Erasmus Office has information packages in the office (received by general mail) or the partners might send pdf-packages to the office’s Email address. If Erasmus Office of İstanbul Bilgi University receives the information package by mail, we will forward it to the relevant group of students immediately.


Please Note that all BİLGİ students must use their bilgiedu.net extension e-mail address. BİLGİ Erasmus Office will use these emails, so students are expected to check their email accounts
regularly. İstanbul Bilgi University Erasmus Office won’t accept any responsibilities concerning missed information due to miss- or non-usage of the BİLGİ mail-address.

**Example:** name.surname@bilgiedu.net

A tutorial on how to use the bilgiedu.net Email is provided through the following link and can also be found on your personal SIS page online:

http://it.bilgi.edu.tr/site_media/%40bilgiedu.net_web.pdf

Students can write an E-mail to the International Office of their Host University for questions about application procedures, accommodation and other practical information in case the student cannot find any information on their website. For questions about courses, BİLGİ students can try to contact the Department Erasmus Coordinator (DEC) at the partner university. Contact information of the incoming exchange coordinators of the Host University can be found on the webpages of the partner university or in the nomination Email that BİLGİ Erasmus Office sends to partner universities when nominating students. This email has relevant contact information through which students can pose their questions.

When the Host University receives your forms, they will issue and send a **Letter of Acceptance** – Kabul Mektubu – which will be relevant for the student’s visa application (One copy should be brought to the Erasmus Office as a proof of acceptance; for the all other documents please refer to the checklist in part two of this pack). Students may also need additional documents for their visa application. These documents differ from country to country and should be checked upon with each country’s consulate.

**Advice:** Students can choose to scan their application form and send it via email first, to speed up the process and send the form via general post afterwards, but a copy of it should always be kept for personal records.

**Courses:**

The courses that students are going to take during their exchange program will be stated in your **Learning Agreement** *(For more information on how to fill the Learning Agreement, see below)*. The student must prepare his/her Learning Agreement during the application process. The academic advisor for approving your Learning Agreement is the Department Coordinator at BİLGİ. Students must take a **minimum** of 30 ECTS per semester to be an Erasmus student and accordingly to qualify for the mobility grant. Students who wish to take more than 30 credits are able to do so if their academic advisors at BİLGİ and at the partner university both approve.

The Learning Agreement form is used to show courses which will be taken at the host institution. It may be part of the information package of the Host University. If it is not, you can download the Learning Agreement from the BİLGİ website (international Center – BİLGİ Students – Erasmus Exchange – Documents). **Due to language barriers, students should make sure that the Learning Agreement Form is in English.** Furthermore students are required to have their BİLGİ Department Erasmus Coordinator as well as their Institutional Coordinator (Erasmus Office) sign the Learning Agreement after before going abroad.
The second form students will need is the **Course Equivalence Form**, which can be downloaded from the BİLGİ website as well (see above description on where to go on the website). This form states the equivalence of courses taken at the Host University, to BİLGİ courses. The student’s **Department Erasmus Coordinator** will decide on the course equivalence and sign the form.

**Suggestions for Course Selection:** First and primarily, students are requested to refer to the course catalogue of the exchange institution and, if available, to find the contents and syllabuses of courses they wish to attend while abroad. Students need to compare the courses (and especially their contents and syllabuses) they wish to transfer over at Istanbul Bilgi University. Language courses with ECTS credits are counted in the total credit requirements and may be considered a full list elective. Courses that have 15 or more credits are modules, which can be counted as two BİLGİ courses. If a student cannot find equivalent courses at the Partner University to core courses at BİLGİ, select courses that can count as departmental or full list electives for the exchange semester and the following semesters at BİLGİ. If a student decides to add or drop courses during the exchange program, the student must **update** his/her Learning Agreement (there is a section for modifications on the second page) and complete the signatures again by scanning them and sending them to the Erasmus Office at BİLGİ. Students have to collect minimum 30 ECTS credits to fulfill the requirements of the Erasmus Program for each semester.

**Suggestions for the Learning Agreement:** Students are expected to make copies of it and original versions of the document must not be lost. Students will need it until the end of the exchange period and the Erasmus Office will need to store the original copy with all original signatures and stamps. Students will also have to give a photocopy of it to the Student Affairs Office. Students must have the final version duly signed when they return from their exchange. Otherwise they may not be granted with the full amount of the mobility grants.

**Suggestions for the Course Transfer:** During the course transfer process, courses that will be transferred or confirmed at BİLGİ have to be specified in the Credit Transfer form. The form has to be filled together with student’s Erasmus coordinator and shall include his/her signature for approval. Then students will take this document to Student Affairs with the original transcript from the exchange university and a copy of their Learning Agreement for transferring their courses. Student Affairs at BİLGİ is responsible for the process of course transfers.

**Suggestions for Master Students:** Any student, who is obligated to write his/her thesis during their stay abroad, can write it while abroad. If the thesis is taken abroad, the student is required to find his/her own supervisor/teacher abroad. Students must find a thesis course abroad with ECTS value in order to take that course and transfer it to BİLGİ. Otherwise students will have to get a report from the exchange university which contains the grade, ECTS value, signature of the supervisor and work completed in a specific term. Departmental Coordinator at BİLGİ must approve this process.

**Visa:**

Students are obliged to obtain a student visa for the country they are going for exchange. BİLGİ Erasmus Office is not responsible for students who are failed to do so. It is among students’ responsibilities to have a valid passport before applying to visa. **Each country has different application procedures and requires different documents.** Ask the Consulate for the list of required documents for Erasmus students and also inquire about a residence permit (whether it is needed and
where you will get it). **Student Visa and residence permit procedures may take very long**: students are advised to start their application procedure at least six to eight weeks prior to the staring date of their exchange semester!

The Erasmus Office will provide the student with two documents that the student will need for the visa application; a language score certificate from BİLGİ and a letter to the consulate which states that the student is taking part in the Erasmus Exchange Program and that the student will receive mobility grants allocated by the National Agency. The student is required to pick up these two documents from the BİLGİ Erasmus Office.

If the student does not have a passport yet, the student can apply for a passport fee exemption letter. BİLGİ Erasmus Office will ask students twice a year for the relevant document’s provision. Students will be required to fill a table that they need to fill in. The certificate for the passport fee exemption will then be provided to the student by the BİLGİ Erasmus Office. Students will be informed of letters’ arrival for picking up from the BİLGİ Erasmus Office.

With this letter the student may either apply for a passport valid for one year, starting with the exchange period in Europe. The advantage of this is that the student will not have to pay the passport fee. However, students who wish to extend the period to more than one year, cannot benefit from this as this letter will only provide the fee exemption for only one year.

The process, as described above is conducted two times a year (once for fall and once for the spring semester exchange students). The student should make the required arrangements a considerable time ahead of the exchange period, to make sure that there will be enough time for the application procedure of the student visa. The Erasmus Program has no influence on the application of the visa of the host country.

**Suggestions**: One of the important documents which must be submitted for visa application to the Consulate is this letter prepared by BİLGİ Erasmus Office. For those students who are granted with the mobility grants could get the letter from BİLGİ Erasmus Office.

Exchange students should request the International Office of the Host Universities (not BİLGİ) to send the acceptance letter earlier because visas for Turkish students may take between six to eight time to be issued.

**Documents before you leave:**

Students must submit all the documents listed below (see checklist) before their exchange begins; relevant documents can be either downloaded from the link below, or can be obtained from the host institution. The deadline for the submission of these documents is **July 1st** for Fall semester students and **November 1st** for Spring semester students.


Please note that students cannot leave for exchange without submitting these documents, otherwise their exchanges will not be valid.
Travel Plans:

Students are requested to check the academic calendar of the host University in advance. Students should plan to be at the HOST University around a week before the classes begin. If there is an orientation program for international students, students are strongly encouraged to attend it. Some universities may make the participation to the orientation mandatory.

Also, there are Erasmus Intensive Language Programs (EILP), which usually start a month before the semester. These EILPs are only available for less frequently spoken European languages (meaning not English, German, French or Spanish). If a student is interested in attending, ask the International Office of the Host University if they will offer an EILP. If the International Office does not offer such a language course, they will be able to tell you which university in their county is offering an EILP that the student may attend instead. The BİLGİ Erasmus Office will also notify students of all EILC institutions available and deadlines and relevant application procedures in April or May.

The student must apply for the EILC separately through the Erasmus Office of İstanbul Bilgi University. The student may also receive a mobility grant for the weeks spent at the EILP. Students are advised to consult BİLGİ Erasmus Office about this possibility.

Suggestions: Search for airfare promotions and make your travel plans early. Notify the International Office of the Host University of your arrival and ask if there are any arrangements for the exchange students’ arrival that you need to be aware of in advance.

Mobility grant:

If a student is awarded with mobility grants, the student will receive 80% of the total mobility grant over 4 months shortly before he/she leaves Turkey (if the budget is distributed on time). Students are requested to open a Euro Account at Garanti Bankası and submit his/her account information to the BİLGİ Erasmus Office when it is requested. The student will sign a Mobility Agreement (see below) with BİLGİ to accept the responsibilities that come with the grant. This mainly includes the successful completion of 2/3 of the ECTS credits that the student has registered for at the host institution. Students will be paid the remaining 20% of their mobility grants after they return, on the condition that they present all necessary documents (see below). If a student is going to join the Erasmus program for two semesters, the student should bear in mind that the Erasmus Office cannot guarantee that the second semester grants will be delivered before the students return because the budget, which is provided by the National Agency, could be lower than the amount needed for all the students applying. For this reason, the student should make all necessary arrangements for his/her second term mobility in advance.

If students do not fulfill these responsibilities, the remaining part of their mobility grant may be cut or they may be asked to return the first part of the mobility grant.

The amount of money that the National Agency grants for each country differs. For the estimated amounts, please check out the following link. The student will find the list of countries and the amount granted on the bottom of this page.
Student also should note that all the universities participating in the Erasmus Exchange Program have their own Erasmus ID Number. During the whole process of application and exchange, the student will need the ID Code of your Host University. Please use the following link to find the Code of your Host Institution:


İstanbul Bilgi University’s Erasmus Code is as follows: TR ISTANBU11

Erasmus Exchange Program Benefits:

It should be taken into consideration that the exchange will broaden your academic and cultural horizons, as well as improve the student’s language skills. The student will have a chance to socialize in the international realm and therefore this exchange may be one of the best experiences in a student’s life. The International Office of the Host University will try to help you solve any academic or administrative problem that you may encounter. Don’t hesitate to ask them for help. You can always contact the BİLGİ Erasmus Office via email (erasmus@bilgi.edu.tr) and the Erasmus Departmental Coordinators at BİLGİ for any questions/ inquiries related to their academic standings.

Extension/Shortening of the Erasmus Program:

Due to planning and budgeting requirements of exchange programs, Erasmus students chosen for one semester of exchange cannot extend their exchange period. Students selected for one full year of exchange can cancel their second semester of exchange by writing a petition to the BİLGİ Erasmus Office by November 15.

Completion of the Erasmus Exchange Program:

When students have successfully completed their Erasmus exchange, students need to make sure to get a Certificate of Participation with a signature and stamp from the Host University before leaving. This document has to show the dates of the student’s stay there. The remaining 20% of the student’s mobility grant will be paid according to the dates set in the Certificate of Participation. The student must also get an official Transcript of Records or have it sent to the BİLGİ Erasmus Office. Students must make sure that their Learning Agreement is signed and stamped officially in the host university parts.

Documents after you return:

Students must submit all the documents listed below (see checklist) after their exchange program ends; relevant documents can be either downloaded from the link below, or can be obtained from the host institution.

Students must take a copy of their Transcript to their Erasmus Departmental Coordinator and have him/her fill and sign the Credit Transfer Form for courses passed.
Students must submit their original Transcript; the Credit Transfer Form signed by his/her Departmental Coordinator, and a copy of their Learning Agreement to the Students’ Affairs Office as well as other noted documents to the Erasmus Office. If the student does not submit any of these documents, the transfer of credits to BİLGİ will not be possible and the student may be asked to return their mobility grants.

**Suggestions:** Please follow notifications and emails from BİLGİ or refer to this instruction/handbook regarding the documents you must submit. In order to be able to transfer the Credits you obtained at the Host University, you will need an official Transcript of Records with ECTS credits. The student should take a minimum of 30 ECTS courses in total for one semester.
2- Overview – Necessary Documents

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Before You Go</th>
<th>After You Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Erasmus Office</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>Letter of Conduct</td>
<td>O</td>
<td>--</td>
</tr>
<tr>
<td>Course Equivalence Form</td>
<td>C</td>
<td>O</td>
</tr>
<tr>
<td>Learning Agreement</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>Letter of Acceptance from Host University</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>Bank Account Information (Garanti Bankasi)</td>
<td>C (&amp; mail info to EO)</td>
<td>--</td>
</tr>
<tr>
<td>Mobility Agreement</td>
<td>O</td>
<td>--</td>
</tr>
<tr>
<td>Exchange Permission Form</td>
<td>--</td>
<td>O</td>
</tr>
<tr>
<td>Certificate of Participation</td>
<td>O</td>
<td>--</td>
</tr>
<tr>
<td>Copy of your Passport (with Entry and Departure Stamps!)</td>
<td>O</td>
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<tr>
<td>Transcript of Records</td>
<td>C</td>
<td>O</td>
</tr>
<tr>
<td>Credit Transfer Form</td>
<td>C</td>
<td>O</td>
</tr>
<tr>
<td>Final Activity Report</td>
<td>O</td>
<td>--</td>
</tr>
<tr>
<td>Learning Agreement</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td>Bank Account Information (only if changed)</td>
<td>C</td>
<td>--</td>
</tr>
<tr>
<td>Erasmus Evaluation Form</td>
<td>O</td>
<td>--</td>
</tr>
</tbody>
</table>

- Legend: O = Original Version / C = Copy
- Documents can be downloaded from the link below or by clicking to the name of the documents above (CTRL+Left Click).
3- Document Submission to Erasmus Office- Pre Departure

ERASMUS PROGRAMME
3.1 Letter of Conduct

By signing the Letter of Conduct, the student agrees to the Terms and Conditions of their exchange semester with Erasmus Program. The student needs to bring this form to the Erasmus Office as soon as he/she has been placed to a University by their department. With this form students also approve their placements in the Partner Institution. Here are the ID Codes:


How to fill the form:

- Fill in the blanks
- Spring or Fall Semester or Full Tear
- You do not need to fill:
  - Alacagi Toplam Hibe Tutari

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SIGN HERE!
3.2 Course Equivalence Form

How to fill the form: This form shows the courses that the student will be taking at the partner institution and their equivalences at BilGİ. It must be filled electronically. As this form will be approved by the Departmental Erasmus Coordinator, the courses will be transferred as courses entered in the section under “Course Equivalences at BilGİ”. Thus students are guaranteed to transfer their courses to BilGİ. Students who make changes to their Learning Agreement do not have to change this form as they will fill another form after exchange for the approval of their departmental Erasmus coordinator.

NOTE: The Bring the original electronically filled out form to the Santral Campus Student Affairs Office. You also need to bring a copy of it to BilGİ Erasmus Office.
3.3 Learning Agreement

How to Fill the 1st Page: It must be filled electronically. Please also look at the Learning Agreement Tutorial on our website from the link below if you have further questions:


Important Notes: You will need to prepare three original units of the Learning Agreement! Students need to bring a copy of this page to the BİLGİ Erasmus Office and take the originals to their host University. You do not have to fill the second page pre departure.
3.4 Bank Account Information

BİLGİ Erasmus Office requires the student to open a Euro Bank Account at Garanti Bankası. BİLGİ Erasmus Office does not and cannot accept transfers to an account at a different bank.

The student has to make sure that he/she has an active account at Garanti Bankası by that time, so make sure to apply to one of the branches a considerable period in advance to make sure that the process is not slowed down.

In May of the respective academic year prior to the student’s exchange year, the Erasmus Office will ask the student to provide them with the Account Information of his/her Garanti Bankası Account.

When the BİLGİ Erasmus Office asks for the Account information, BİLGİ Erasmus Office will require the student to send a table via Email stating the Information below to Erasmus@bilgi.edu.tr address (Please indicate the information in Turkish!):

<table>
<thead>
<tr>
<th>GARANTI BANKASI Account Information of: [Your name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hesap Sahipleri</td>
</tr>
<tr>
<td>Şube Adı</td>
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<tr>
<td>Şube Kodu</td>
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<tr>
<td>Hesap no.</td>
</tr>
<tr>
<td>IBAN no.</td>
</tr>
</tbody>
</table>

3.5 Mobility Agreement

How to fill the Form:

(Fill out pages 1 and 2 out of all nine, but please submit all of the pages!)

The Mobility Agreement is the proper Agreement between the student and the institution. There are seven articles in it, stating the aim of the grant and the terms and conditions to use it. It says that the student will get up to 80% of the grant before the student leaves Turkey and the rest will be paid when the student returns and completes his/her documents and fulfills all the other requirements for obtaining the grant.

You only need to fill page 1 and 2. The other ones are for your information! However, you need to submit all of the documents. This form has to be filled electronically.
3.6 Letter Of Acceptance

Letter of Acceptance is obtained upon student’s application to the partner university. If the student is accepted to the university he/she is placed, the partner university is responsible of issuing an acceptance to the student. This document is posted by the partner university to BİLGİ Erasmus Office and BİLGİ Erasmus Office notifies the student to pick up this document. Student then uses this document for his/her visa application. This document has to have signature and stamps. The student is required to bring a photocopy of it to both Erasmus Office and Santral Student Affairs before their exchange.
4- Document Submission to Santral Campus Student Affairs - Pre Departure
4.1 Exchange Permission Form

How to fill the form:

NOTE: Students need to submit the filled out form to the Santral Student Affairs Office.
### 4.2 Learning Agreement

**How to Fill the 1st Page:** Please also look at the Learning Agreement Tutorial on our website from the link below if you have further questions:


**Important Notes:** You must fill 3 original units of the Learning Agreement Forms!

Students need to bring a copy of this page to the Santral Student Affairs Office till 1st of July and take the originals to their host University. You do not have to fill the second page pre departure. This form has to be filled electronically.

<table>
<thead>
<tr>
<th>Course unit code (if any) and page no. of the information package</th>
<th>Course title (as indicated in the information package)</th>
<th>Number of ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Name of student:** 

**Name of your Host University and the country:**

Go to the Host University’s website and check for courses. Put the code, name and number of ECTS of the course in this table. (Choose at least enough courses to meet the criteria of total 30 ECTS credits)

**Details of the Proposed Study Programme Abroad/Learning Agreement**

**Send institution:**

Istanbul Bilgi University Country: Turkey

**Sending Institution**

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator’s signature: ____________________________ Date: ____________________________

Institutional coordinator’s signature: ____________________________ Date: ____________________________

**Receiving Institution**

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator’s signature: ____________________________ Date: ____________________________

Institutional coordinator’s signature: ____________________________ Date: ____________________________

**Student’s signature:**

_____________________________ Date: ____________________________

Put the Academic Year and the Field of your studies here

Write your name here

Sign here

Get the signature of your department coordinator first

Then get our signature at the Erasmus Office
4.3 Letter Of Acceptance

**Letter of Acceptance** is obtained upon student’s application to the partner university. If the student is accepted to the university he/she is placed, the partner university is responsible of issuing an acceptance to the student. This document is posted by the partner university to BİLGİ Erasmus Office and BİLGİ Erasmus Office notifies the student to pick up this document. Student then uses this document for his/her visa application. This document has to have signature and stamps. The student is required to bring a photocopy of it to both Erasmus Office and Santral Student Affairs before their exchange.
5- Document Submission to Erasmus Office - After Exchange

ERASMUS PROGRAMME
5.1 Certificate of Participation

The student needs to get the Certificate of Participation signed and stamped at their host university. Do not forget to fill in the table and get the signature and stamp before returning to Turkey. This form has to be filled electronically.

When the student comes back to BİLGİ, the student must bring the original version to the Erasmus Office. It is an official paper stating that the student actually attended courses and orientation at the Host University.

![Certificate of Participation Image]

<table>
<thead>
<tr>
<th>Receiving Institution:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the student:</td>
<td></td>
</tr>
<tr>
<td>Semesters of exchange:</td>
<td></td>
</tr>
<tr>
<td>Beginning of classes:</td>
<td></td>
</tr>
<tr>
<td>End of examination period:</td>
<td>(according to Academic Calendar)</td>
</tr>
<tr>
<td>Dates of the Orientation Program, if applicable</td>
<td></td>
</tr>
</tbody>
</table>

International Office Representative

Name:  
Signature:  
Date:  
Stamp:
5.2 Credit Transfer Form

The Credit Transfer Form is necessary for the student to be able to transfer the credits he/she obtained during their exchange semester to your course at BİLGİ. This form has to be filled electronically.

How to Fill the Form:

NOTE: Students need to bring a copy to the Erasmus Office (original is submitted to the Santral Student Affairs Office)
The Final Activity Report is a questionnaire about the student’s study abroad experience. To complete the paperwork after the student returns, the student will also need to hand in this paper to make sure he/she will receive the remaining amount of the mobility grant.

Please fill in all the pages electronically and bring it to the Erasmus Office with the other forms! Please fill all the pages and submit all of the pages of this document at once.
5.4 Learning Agreement

Please also look at the Learning Agreement Tutorial on our website from the link below if you have further questions:


Students need to bring two pages of the entirely filled Learning Agreement to the Erasmus Office. This form has to be filled electronically.

BILGI Erasmus Office needs the original version. This means, that the signatures and stamps have to be original as well!
5.5 Evaluation Form

BİLGİ Erasmus Office needs the Evaluation Form from the student because BİLGİ Erasmus Office would like to know about student’s experience in their host country. This will help future exchange students going to the same city/ the same university to find their way around easier.

Please try to tell as much as you can about any details coming to your mind and bring the form together with the other listed documents to the BİLGİ Erasmus Office. This form has to be filled electronically.
5.6 Transcript

*Transcript* is obtained upon student’s exchange term at the partner university. The partner university is responsible of issuing an official Transcript of Records to the student with grades and ECTS values of the courses that student undertook during their exchange. This document is usually posted by the partner university to BİLGİ Erasmus Office and BİLGİ Erasmus Office notifies the student to pick up this document. Student then uses this document for his/her credit transfers. This document has to have signature and stamp. The student is required to bring a photocopy of it to both Erasmus Office and submit the original to the Santral Student Affairs after their exchange.

5.7 Passport Stamps

The student must bring a copy of his/her passport to the Erasmus Office with the visa page and a copy of the page where departure and arrival dates are stated.
6- Document Submission to Santral Campus Student Affairs- After Exchange

ERASMUS PROGRAMME

Lifelong Learning Programme
6.1 Credit Transfer Form

The Credit Transfer Form is necessary for the student to transfer the credits to BİLGİ. This form has to be filled electronically.

How to Fill the Form:

1. **Tick here**
   - You can leave this row empty!

2. **Enter your personal information here**
   - Use the codes, names and number of credits of the courses you have passed exactly as stated in your Transcript of Records.
   - Fill this part with the according BİLGİ courses stated in the course equivalence and Learning Agreement.

3. **Total number of credits you obtained should at least be 2/3 of the courses you took: Minimum 20 out of 30 ECTS!**

4. **You need to get the signature of your Department Erasmus Coordinator at BİLGİ.**

**NOTE:** Students need to bring the original is submitted to the Santral Student Affairs Office.

6.2 Learning Agreement

6.3 Transcript