

**OVERSEAS EXCHANGE
STUDENT MOBILITY PROGRAM
INFORMATION SHEET**

IMPORTANT NOTE: It is the responsibility of the students to follow up whether all the transactions are completed before going abroad (having leave of absence, signing the academic confirmation form). Students who go abroad before completing these procedures can be recalled by academic units.

A) AFTER THE PLACEMENT

1. Each student is assigned to an advisor at International Cooperation Office (ICO) who manages their application processes. The first duty of the students is to notify their advisor about in which semester they want to participate in the program.

ICO transmits the information of selected students to the host universities via e-mail and obtains the latest information regarding necessary application documents and finally notifies students about this information. Please do not hurry getting in contact with the host university of your choice until your advisor nominates you to the host university.

2. Then, the students make an application to the host university and transmits various documents:

I. Application form (available on the website of the host university)

II. The host university may require additional documents (official transcript, photo, portfolio, passport photocopy etc.)

Important Note: Every university has its own deadline for sending these documents. The information about deadlines and required documents can be obtained from the website of the host university.

Some universities accept online applications; in this case you may not need to send the documents via mail.

In case that you need to send the documents via mail, it is suggested to send the documents at least a week earlier than the deadline to avoid problems which may occur due to the postal service. Application documents can be sent via postal mail or any express mail company chosen by the student. There is a cargo company that has an agreement with ICO, thus, gives a discount to the students. If the student demands, posting can be carried out by the office but the expenses are paid by the student. If the normal postal mail is preferred, the application documents must be delivered to ICO at least 15 days before the deadline. If the cargo is preferred, these documents must be delivered to ICO at least 2 days before.

3. After the required documents are received, the "**letter of acceptance**" is sent by the host university. Letter of acceptance is expected to arrive in 1-2 months after the application documents have been sent.

It is recommended to give the address of the office while filling the application documents so that your letter of acceptance will be sent to the office. When the letter of acceptance is received by the office, ICO advisor informs the student via e-mail.

4. **Documents which must be submitted to the ICO Advisor** after the letter of acceptance arrives:

I. Academic Confirmation Form (ACF) – Outgoing

It shows the equivalence of the received courses from host-university to courses given in METU. It must be signed by Department Head, Erasmus Coordinator of the Department, Faculty/Institute, and thesis advisor (for graduate students).

Every kind of information regarding course substitution must be received from Departmental Coordinators.

This form will also be used for granting leave of absence and substitution of courses (academic recognition) at the end of the program. Therefore, the student must deliver the original form to the department and one of its copies to ICO advisor. For detailed information, please inspect course substitution transactions part.

II. Letter declaring that the leave of absence is received (It is compulsory to give the petition to the department one month before the mobility)

When the letter of acceptance is received, the petition for leave of absence must be given to the related academic unit (to the department for undergraduate students and to the institute for graduate students). A copy of letter of acceptance and a copy of Academic Confirmation Form is to be added to the leave of absence. Some departments and institutes have their own leave form; in this case, the student must use these special forms. The student is liable to ensure that leave of absence is confirmed and delivered to the Registrar's Office.

Semester(s) in which the students are on leave are evaluated within "maximum learning period"; however, it is not reduced from the "maximum leave of absence".

To be able to receive a leave of absence, academic status of student is reevaluated before the semester in which the mobility takes place. In case that minimum application requirements (GPA 2,5 for undergraduate and GPA 3,0 for graduate students) are not met, status of the student is reevaluated by the academic units. In some academic units, there are also criteria for last semester's GPA. Please learn the requirements for the leave of absence from your department.

Process for leave of absence takes at least 2 weeks. Please obtain information from your department about duration of these processes.

NOTES

1. Students who will apply for a **new passport** need to apply to Registrar's Office with the document taken from the ICO, to receive a passport without fees.
2. Students who are required to pay tuition fee, **continue to pay their tuition to METU** during their mobility period. They are exempt from tuition fees for their host university.
3. Students who accommodate at campus dormitories need to apply to Directorate of Dormitories **to reserve the right to stay in dormitories** before starting their mobility.

B) AFTER RETURN

After return, **documents which must be delivered to ICO Advisor:**

1. Transcript

The host university gives the official transcript which indicates the courses taken, grades and ECTS credits received by the student to the student, or sends it to METU. The student is liable to deliver a copy of the transcript to ICO.

To substitute the courses at METU, student must apply to their department with course substitution petition. Academic Confirmation Form-(Return) which is edited after the return and a copy of the transcript are attached to the petition. Conversion of the grades to METU system is done by the department.

2. Academic Confirmation Form – Return

It shows the equivalence of the received courses from host-university to courses given in METU. It must be signed by Department Head, Erasmus Coordinator of the Department, Faculty/Institute, and thesis advisor (for graduate students).

This form will also be used for granting leave of absence and substitution of courses (academic recognition) at the end of the program. Therefore, the student must deliver the original form to the department and one of its copies to ICO advisor. For detailed information, please see the course substitution transactions part.

Course Substitution Transactions

Course substitution transactions are carried out by the related department and Faculty/Institute. Following decisions were taken for the course substitution process:

- a) The course substitution process starts when the student applies to the academic unit with official transcript from the host university and “Academic Confirmation Form – Return” document. The departments convert the taken grades to METU grades for the assessment. According to the complementary grades in METU, CC and above for undergrad students and BB and above for grad students if deemed applicable by department, counted as passed in student’s curriculum. Student receives “EX” grade and considered “exempt” from these courses and these grades are not taken into consideration in grade point average (GPA) calculation. These courses are shown as registered in the mobility semester of student. These courses that are registered as “exempt” in METU have their names and codes from the host university indicated in “remarks” part of the transcript.
- b) Courses taken by graduate students who participated in Exchange program after completing their curricular course load, where deemed appropriate by their department, can be shown as EX in the “remarks” part of the transcript.

The academic units may have different policies on abovementioned processes. Therefore, please receive exact information about course substitution from your related academic unit.