

THE INFORMATION FORM FOR THE STUDENTS WHO ARE ADMITTED TO THE OVERSEAS EXCHANGE PROGRAM

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

AFTER THE PLACEMENT

1. There is an advisor at International Cooperation Office (ICO) who manages the applications of each students. 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 this information to the students. Please do not start exchanging correspondence with the host university 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 web-page of the host university.

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

In case that you need the send the documents with postal mail, it is suggested to send the documents before the last week in order to avoid problems which may occur with 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 which makes a discount for the students because of its agreement with ICO. In case that the student demands, posting can be carried out by the help of office providing that the shipment expenses are paid by the student. In case that normal postal mail is preferred, the application documents must be delivered to ICO at least 15 days before the deadline and in case that the cargo is preferred these documents must be delivered to ICO at least 2 days before.

3. After the student transmits the above documents to the host university, the "**letter of acceptance**" is sent by the host university. Your letter of acceptance is expected to arrive within approximately 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, thus, your letter of acceptance will be sent to the office. When the letter of acceptance is reached 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 with courses given in METU. It must be signed by Department Head, Erasmus Coordinator of the Department, Faculty/Institute and for the graduate students also by thesis advisor.

Every kind of information regarding with course substitution must be received from Coordinators of the Department.

This form will also be used for being granted to leave of absence and substitution of taken 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. A letter regarding receiving the leave of absence (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 Academic Confirmation Form is added to the appendix of 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) which the students are considered as on leave are evaluated within "maximum learning period"; however, it is not reduced from the "maximum leave of absence".

Academic situation of student is reevaluated before the semester when students go abroad in order to receive a leave of absence. In case that minimum application conditions (GPA 2,5 for undergraduate and GPA 3,0 for for graduate students) are not met, situation of the student is reevaluated by the academic units. In some academic units, there are also criteria about GPA of the last semester. Please learn the conditions about leave of absence from your department.

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

NOTES

1. Students who will apply for a new passport need to apply to Registrar's Office with the document taken from the office in order to receive a passport without fees.
2. Exchange students who are liable to pay tuition fee keep pay tuition fee to METU during the time when they study abroad; they are exempted to pay tuition fee to the host university.
3. To reserve the right to stay in dormitories, students who accommodate at campus dormitories need to apply to Directorate of Dormitories with a petition before starting the mobility.

AFTER RETURN

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

1. Transcript

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

In order to substitute the taken courses at METU, student must apply to her/his department with a course substitution petition. A copy of the transcript and Academic Confirmation Form-Return which is rearranged after return are attached to the petition. Conversion of the taken grades to METU system is carried out by the department.

2. Academic Confirmation Form (Return)

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

This form will also be used for being granted to leave of absence and substitution of taken 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.

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 substitution process for the taken courses of the student starts when the student apply to 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 grade system of METU, the courses which are deemed appropriate by the academic unit (department and faculty/institute) with passed grades which are at least CC for undergraduate and BB for graduate are substituted and written to curriculum of the student. The student is exempted from the courses at METU which correspond the taken courses from the host university by receiving an "EX" grade and these courses are not included for the grade point-average. These courses take place on the transcript of the student for the semester when the student participated in Exchange Program. Names and codes of the courses which correspond the exempted courses of METU are indicated at the "remarks" part of the transcript of the student.

b) The courses which were deemed appropriate by the academic unit among the courses taken from the host university by the graduate student who already participated in exchange program by completing her/his course load at the curriculum can be displayed at the "remarks" part of the transcript with EX(NI) status.

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