ISTANBUL ATLAS UNIVERSITY

KEY ACTION 1: LEARNING MOBILITY OF INDIVIDUALS
ERASMUS+ PROGRAMME FOR THE MOBILITY

STUDENT MOBILITY FOR STUDIES/TRAINEESHIP

"ACADEMIC RECOGNITION GUIDE"

Istanbul Atlas University
Erasmus+ Coordination Office
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Version 3.0

This guide was prepared by the Erasmus+ Office to ensure the full recognition of the courses taken or traineeships carried out at host institutions by Istanbul Atlas University students who go abroad and return after completing part of their education abroad within the scope of Erasmus+ student study/traineeship mobility.

As of the 2022-2023 academic year, all units benefiting from Erasmus+ student mobility are required to use all documents specified in this guide completely for the outgoing and return process, in line with their responsibilities stated herein, and to prepare and submit these documents to the Erasmus+ Office for each student who goes abroad and returns.

ACADEMIC RECOGNITION

As stated in the Erasmus+ Implementation Handbook for Higher Education Institutions, renewed and published each year by the National Agency, the European Commission ECTS Users' Guide (2015), and the Erasmus+ Student Charter, the higher education institution is obliged to provide full recognition for the study period spent abroad. Full recognition is also an important ECHE (Erasmus Charter for Higher Education) obligation and should be carried out as follows:

a) The original names and credits of the courses taken at the host institution, or of the traineeship, as listed in the student's learning/traineeship agreement, must appear in the transcript and Diploma Supplement. The footnotes must clearly state that the student benefited from mobility within the scope of Erasmus+. In addition, the transcript and section 4.2 of the Diploma Supplement must clearly indicate which courses were taken within the scope of Erasmus+ and at which higher education institution, and at which institution/organisation the traineeship was carried out.

b) Students participating in the activity must be full-time students. Students are expected to be sent abroad to carry out the studies required for their diploma/degree by following a programme equivalent to 60 ECTS credits for a full academic year, 30 ECTS credits for one semester in a two-semester academic year, and 20 ECTS credits for one term in a three-term academic year. Full academic recognition is granted for credits successfully completed in the program; courses failed must be retaken at Istanbul Atlas University upon return.

c) Checking the suitability of course contents at the institutions to which students are sent is necessary in order to ensure the equivalence of the period to be spent abroad and, accordingly, to ensure recognition. If a student successfully completes the courses specified in their Learning Agreement, higher education institutions should establish a mechanism for automatic recognition of their degree after the student submits the transcript obtained from the host institution to their home institution. Students should not have to meet with department administrators and faculty members to secure course recognition. The process should proceed automatically after the documents are submitted to the office.

d) It is not appropriate for a student to undertake study mobility for research studies that are not necessary for completing their studies or for activities that will not be recognized.

e) Before the study activity begins, the defined course programme is confirmed in writing by having all parties sign the Learning Agreement for Studies. Any changes to the learning agreement for various reasons must be made no later than seven weeks after the start of the academic term at the receiving higher education institution, and the changes must be approved by the parties no later than two weeks after the change is requested. The beneficiary institution guarantees that full recognition will be provided if the student is successful in the courses stated in this agreement. To guarantee academic recognition, before the student's departure, a decision must be taken by the department/faculty/institute administrative board or the senate, indicating which courses in the student's own programme will correspond to the course programme to be followed abroad, namely the courses included in the Learning Agreement. If there are any changes to the course programme to be followed, the relevant decision must be updated accordingly.In this way, recognition must be carried out systematically; after completing the activity, the student must not be required to persuade academic or administrative staff separately in order to obtain the right to recognition. Instead of taking a separate board decision, the higher education institution may guarantee recognition by obtaining the approval of the relevant board members on the Learning Agreement.

DOCUMENTS REQUIRED IN THE RECOGNITION PROCESS AND LEVELS OF RESPONSIBILITY

Before the Mobility

The documents in this section must be completed, before the student leaves, respectively by the student, the Erasmus+ Unit Coordinator, the Institute/Faculty/School/Vocational School Secretary, and the Erasmus+ Institutional Coordinator.

1) The student prepares the learning agreement through the EWP-Dashboard platform together with the Erasmus+ Unit Coordinator and the Erasmus+ Coordinator of the host institution.
2) The student prepares the Academic Equivalence Document (Annex 1) together with the Erasmus+ Unit Coordinator, taking into account the courses specified in the Learning Agreement.
3) After making sure that the critical condition in course matching is met (total ECTS value ≥ total AKTS value), the Erasmus+ Unit Coordinator completes the required signatures on the Academic Equivalence Document (Annex 1) and submits the document, through the secretariat, for the approval of the Institute/Faculty/School/Vocational School Administrative Board.
4) After the approval of the Institute/Faculty/School/Vocational School Administrative Board, the Institute/Faculty/School/Vocational School Secretary completes the necessary fields on the document and sends the original document to the Erasmus+ Office with a cover letter.
5) The Erasmus+ Institutional Coordinator checks the document and signs the relevant section, ensures that the original is placed in the student's file kept at the Erasmus+ Office, and that one copy is sent to the Student Affairs Department and another to the Erasmus+ Unit Coordinator.

During the Mobility (In Case of Course Changes)

The documents in this section are those that must be completed, respectively, by the student, the Erasmus+ Unit Coordinator, the Institute/Faculty/School/Vocational School Secretary, and the Erasmus+ Institutional Coordinator in the event that the student makes, or there are, changes to the courses to be taken at the host institution.

1) The student determines changes that need to be made to the Learning Agreement, for various reasons, no later than 1 (one) month after the start of the academic term at the host higher education institution. The student prepares the Changes to the Learning Agreement Table in the Dashboard system, signs the Course Change and Academic Equivalence Document (Annex 2), and sends it by e-mail to the Erasmus+ Unit Coordinator.
2) The Erasmus+ Unit Coordinator evaluates the change form and the new course matches. After making sure that the critical condition in course matching is met (total ECTS value ≥ total AKTS value), the Coordinator completes the required signatures on the Academic Equivalence Document (Annex 2) and submits the document, through the secretariat, promptly for the approval of the Institute/Faculty/School/Vocational School Administrative Board.
3) The Institute/Faculty/School/Vocational School Secretary completes the necessary fields on the document approved by the Administrative Board and sends the original document to the Erasmus+ Office with a cover letter.
4) The Erasmus+ Institutional Coordinator checks the document, signs the relevant section, ensures that the original is placed in the student's file at the Erasmus+ Office, and sends copies to the Student Affairs Office and the Erasmus+ Unit Coordinator. A copy is also sent to the student for informational purposes.

After the Mobility

The documents in this section must be completed after the student returns, respectively by the student, the Erasmus+ Office, the Erasmus+ Unit Coordinator, the Institute/Faculty/School/Vocational School Secretary, the Erasmus+ Institutional Coordinator, and the Student Affairs Department.

1) The student must obtain an approved transcript showing the success status (grade record) of the courses taken at the host institution and must submit this document to the Erasmus+ Office.
2) The Erasmus+ Office gives one copy of the transcript to the student and sends one copy to the Erasmus+ Unit Coordinator. The Erasmus+ Unit Coordinator enters the information (grades) in the student’s transcript into the Academic Recognition Document (Annex 3), based on the Academic Equivalence Document (Annex 1) and, if available, the Course Change Academic Equivalence Document (Annex 2), and carries out the grade conversion. After making sure that the critical condition in course matching is met (total ECTS value ≥ total AKTS value), the Coordinator completes the required signatures on the Academic Recognition Document and promptly submits

the document for the approval of the Institute/Faculty/School/Vocational School Administrative Board.

3) The Institute/Faculty/School/Vocational School Secretary submits the document received for the recognition of the courses with converted grades to the Institute/Faculty Administrative Board. After approval, the Secretary completes the necessary fields on the document and sends the original document to the Erasmus+ Office with a cover letter.

4) The Erasmus+ Institutional Coordinator checks the document and signs the relevant field, ensures that the original is placed in the student's file at the Erasmus+ Office, and that a copy is sent to the Student Affairs Office.

5) The Student Affairs Department enters the courses on the Academic Recognition Document into Istanbul Atlas University's Student Affairs Information System (OIS) with their original names and converted grades. The student obtains a copy of the Academic Recognition Document from the Erasmus+ Office.

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RECOGNITION RULES FOR ERASMUS+ PROGRAMME STUDENT STUDY MOBILITY

1) Erasmus+ study mobility is not intended to cause any disruption in the student's education process, any loss of semester, or any extension of the student's education. Therefore, when preparing the Learning Agreement and Academic Equivalence Documents for students who will benefit from Erasmus+ study mobility, the courses taken from the host institution must be recognised at our institution with equal or greater ECTS credits. Recognition with fewer ECTS credits may prevent the student from meeting the requirement necessary for graduation (for example, 240 ECTS for a bachelor's degree) and may cause a delay in graduation.

2) The total ECTS credits of the courses taken from the host institution must be 30 ECTS for one semester and 60 ECTS for one academic year. These values are the number of credits that a full-time student must take. However, in special cases arising from differences among students, the total credits of the courses taken may be less or more than 30 ECTS for one semester. Nevertheless, this number should be close to 30 ECTS (for example, 28 or 32 ECTS).

3) It is recommended that learning outcomes be taken into account when establishing the equivalence of the courses taken by the student from the host institution. Based on experience showing that matching only by course title and content is not always accurate, it is important that the recognition process be carried out in favour of the student.

4) Priority should be given to recognition for the compulsory courses that the student must take at Istanbul Atlas University.

5) If the courses that the student will take at the host institution do not match the compulsory courses that the student must take at our institution, they may be matched with elective courses.

6) All courses taken by the student at the host institution are shown in the student's transcript and Diploma Supplement with their original names and credits.

7) Grade conversion must be carried out by taking into account the grading system of the host institution, as indicated under or attached to the incoming transcript. The numerical grade and letter grade intervals used in grade conversion must be applied for all mobility students using the Erasmus+ letter-grade ranges shown in Table 1 and Table 2. The ECTS grading system is given in Table 3.

Table 1. ECTS Grade Conversion Table (Associate Degree, Bachelor's Degree)

Scale based on 100	Scale based on 4	Letter Grade	Explanation	ECTS Grade
96-100	4.00	A+	Successful	A
90-95	3.75	A	Successful	A
84-89	3.50	A-	Successful	B
80-83	3.25	B+	Successful	B
76-79	3.00	B	Successful	C
72-75	2.75	B-	Successful	C
68-71	2.50	C+	Successful	D
64-67	2.25	C	Successful	E
60-63	2.00	C-	Successful	E
55-59	1.75	D+	Conditionally Successful	FX
50-54	1.50	D	Conditionally Successful	FX
0-49	0.00	F	Unsuccessful	F
DZ				Non attendance

ECTS conversion table for assessments reported as Pass and Successful at the associate and bachelor's degree levels

ECTS Grade	Anlamı	Scale based on 100	Scale based on 4	Letter Grade
Pass	Successful	68-71	2,50	C+
Successful	Successful	68-71	2,50	C+

Table 2. ECTS Grade Conversion Table (Postgraduate)

a) Master's Degree

Scale based on 100	Scale based on 4	Letter Grade	Meaning	ECTS Grade
98-100	4.00	A+	Successful	A
94-97	3.75	A	Successful	B
90-93	3.50	A-	Successful	
85-89	3.25	B+	Successful	C
80-84	3.00	B	Successful	
75-79	2.75	B-	Successful	D
70-74	2.50	C+	Successful	E
0-69	0.00	F	Unsuccessful	F
DZ				Non attendance

ECTS conversion table for assessments reported as Pass and Successful at the master's degree level

ECTS Grade	Anlamı	Scale based on 100	Scale based on 4	Letter Grade
Pass	Successful	70-74	2,50	C+
Successful	Successful	70-74	2,50	C+

b) Doctorate Degree

Scale based on 100	Scale based on 4	Letter Grade	Meaning	ECTS Grade
98-100	4.00	A+	Successful	A
94-97	3.75	A	Successful	B
90-93	3.50	A-	Successful	
85-89	3.25	B+	Successful	C
80-84	3.00	B	Successful	D
75-79	2.75	B-	Successful	E
0-74	0.00	F	Unsuccessful	F
DZ				Non attendance

ECTS conversion table for assessments reported as Pass and Successful at the doctoral degree level

ECTS Grade	Anlamı	Scale based on 100	Scale based on 4	Letter Grade
Pass	Successful	75-79	2,75	C+
Successful	Successful	75-79	275	C+

Table 3. ECTS Grading System (ECTS Grading Scale)

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

8) A course taken by the student from the host institution may be recognised by matching it with more than one course at Istanbul Atlas University.

9) More than one course taken by the student from the host institution may be recognised by matching them with one course at Istanbul Atlas University.

10) A student cannot be required to retake an exam, submit an assignment, or give a presentation for a course that is listed in their Learning Agreement, has been recognized as equivalent, and in which they have already successfully completed the requirements at the host institution. However, if the student requests it, they may retake that course at our institution for the purpose of improving their grade. In such cases, the relevant provisions of the Istanbul Atlas University Associate and Bachelor's Degree Education, Teaching, and Examination Regulations shall apply.

11) At the student's request, they may also take an equivalent course at the host institution for grade improvement purposes, even if they have already taken and successfully completed the corresponding course at our university. In this case, the most recent grade obtained shall be valid, and the relevant provisions of the Istanbul Atlas University Associate Degree and Bachelor's Degree Education, Teaching and Examination Regulations shall apply.

12) The credits of mutually matched courses do not have to be equal. If the condition that the total ECTS is greater than or equal to the total AKTS is met, the credit of each matched course does not have to be equal. In some cases, it is observed that courses in which the student failed are not shown on the incoming transcript. In this case, the relevant Erasmus+ Unit Coordinator should contact the host institution to clarify the situation and should try to request a transcript containing all courses. If a transcript containing all courses cannot be obtained, courses that are included in the learning agreement but do not appear on the transcript are deemed unsuccessful and are recognised with the letter grade VF.

13) The relevant documents can be accessed from the Erasmus+ page (www.erasmus.atlas.edu.tr). The documents must be filled in electronically.

14) The information on the Academic Equivalence Document and the Academic Equivalence Course Change Document must be filled in Turkish; the information on the Academic Recognition Document must be filled in English. Course names must be written exactly in their original form. The English equivalents of the courses belonging to the units are available under the English menu of the relevant programmes' web pages.

15) All courses in the student's Learning Agreement (LA) that the student will take from the host institution must be written in the Academic Equivalence and Academic Recognition documents, even if the student fails them.

16) If a course taken from the host institution has no equivalent at our institution, one (or two) elective courses may be written opposite it; this course is shown in the student's transcript and Diploma Supplement with its original name.

17) If the traineeship carried out at an institution or organisation abroad is within the scope of a compulsory traineeship, the traineeship and its credits must appear in the transcript and Diploma Supplement, and the footnotes must clearly state that the student benefited from traineeship mobility within the scope of Erasmus+. If the traineeship is not within the scope of a compulsory traineeship,

section 6.1 of the Diploma Supplement must clearly indicate at which institution/organisation the traineeship was carried out within the scope of Erasmus+ and its credit .

Annex 1

ISTANBUL ATLAS UNIVERSITY

	ERASMUS+ COORDINATION OFFICE **ACADEMIC EQUIVALENCE DOCUMENT (FR-461)**

..... INSTITUTE / FACULTY / SCHOOL / VOCATIONAL SCHOOL

ACADEMIC YEAR : 20….. - 20….. **SEMESTER:** FALL □ SPRING □

LEVEL: ASSOC.DEG. □ BACHELOR'S □ MASTER'S □ DOCTORATE □

Student's Name / Surname		**Sending Institution / Country**	Istanbul Atlas University/ Türkiye
Department / Faculty		**Receiving Institution / Country**	

COURSE MATCHING TABLE					
Courses to be Taken at the Receiving Institution (Specified in the Learning Agreement)			**Equivalent Courses at Istanbul Atlas University**		
Course Code	**Course Title**	**ECTS**	**Course Code**	**Course Title**	**AKTS**
	TOTAL			**TOTAL**	

Important: The TOTAL ECTS value must be EQUAL TO or GREATER THAN the TOTAL AKTS value. Please check once again that the (ECTS ≥ AKTS) condition is met.

Student's Signature: Date: .... /.... / 20….

If the student successfully completes the courses at the host university, these courses will be deemed equivalent to the courses at Istanbul Atlas University as stated above.

Erasmus+ Unit Coordinator Name-Surname Date: .... / .... /20.... Signature:	Administrative Board: Meeting and Decision No: Date: .... / .... /20.... Institute/Faculty/School/Vocational School Secretary Name-Surname: Signature:

Erasmus+ Institutional Coordinator Name-Surname:

Signature: Date: .... /..... /20.....

Annex 2

ISTANBUL ATLAS UNIVERSITY

	ERASMUS+ COORDINATION OFFICE **CHANGES to the LEARNING AGGREEMENT** **ACADEMIC EQUIVALENCE DOCUMENT (FR-463)**

..... INSTITUTE / FACULTY / SCHOOL / VOCATIONAL SCHOOL

ACADEMIC YEAR : 20….. - 20….. **SEMESTER:** FALL □ SPRING □

LEVEL: ASSOC.DEG. □ BACHELOR'S □ MASTER'S □ DOCTORATE □

Student's Name / Surname		**Sending Institution / Country**	Istanbul Atlas University/ Türkiye
Department / Faculty		**Receiving Institution / Country**	

CHANGES to the LEARNING AGGREEMENT							
Courses to be taken at the Receiving Institution (Specified in the Learning Agreement)					**Equivalent Courses at Istanbul Atlas University**		
Course Code	**Course Title**	**Deleted courses**	**Inserted courses**	**ECTS**	**Course Code**	**Course Title**	**AKTS**
	TOTAL					**TOTAL**	

Important: The TOTAL ECTS value must be EQUAL TO or GREATER THAN the TOTAL AKTS value. Please check once again that the (ECTS ≥ AKTS) condition is met.

Student's Signature: Date: .... /.... / 20….

If the student successfully completes the courses at the host university, these courses will be deemed equivalent to the courses at Istanbul Atlas University as stated above.

Erasmus+ Unit Coordinator Name-Surname Date: .... / .... /20.... Signature:	Administrative Board: Meeting and Decision No: Date: .... / .... /20.... Institute/Faculty/School/Vocational School Secretary Name-Surname: Signature:

Erasmus+ Institutional Coordinator Name-Surname:

Signature: Date: .... /..... /20.....

Annex 3

ISTANBUL ATLAS UNIVERSITY

	ERASMUS+ COORDINATION OFFICE **ACADEMIC RECOGNITION DOCUMENT (FR-462)**

ACADEMIC YEAR : 20….. - 20…..	**SEMESTER:** FALL □ SPRING □	**LEVEL:** ASSOC.DEG. □ BACHELOR'S □ MASTER'S □ DOCTORATE □

..... INSTITUTE / FACULTY / SCHOOL / VOCATIONAL SCHOOL

Student's Name / Surname		**Sending Institution / Country**	Istanbul Atlas University/ Türkiye
Department / Faculty		**Receiving Institution / Country**	

(All courses taken by the student, even if failed, must be shown in this table)

ACADEMIC RECOGNITION TABLE

Courses Taken at the Receiving Institution (Specified in the Learning Agreement)				**Equivalent Courses at Istanbul Atlas University**			
Course Code	**Course Title**	**ECTS**	**ECTS Note**	**Course Code**	**Course Title**	**AKTS**	**ATLAS Letter Grade**
TOPLAM				**TOPLAM**			

If the student successfully completes the courses at the host university, these courses will be deemed equivalent to the courses at Istanbul Atlas University as stated above.	
Erasmus+ Unit Coordinator Name-Surname Date: .... / .... /20.... Signature:	Administrative Board: Meeting and Decision No: Date: .... / .... /20.... Institute/Faculty/School/Vocational School Secretary Name-Surname: Signature:
Erasmus+ Institutional Coordinator Name-Surname: Signature: Date: .... /..... /20.....	