

DEPARTMENT OF NAVAL ARCHITECTURE AND MARINE ENGINEERING

ERASMUS INFORMATION PAGE

STUDY MOBILITY – OUTGOING STUDENT PROCESS GUIDE

Welcome to the Naval Architecture and Marine Engineering Department (GIGMM) ERASMUS Information Page.

Below is a summary of the procedures that **GIGMM students** must follow to participate in the **ERASMUS Exchange Program**. Please follow the instructions provided here for your application and subsequent processes.

(Departmental ERASMUS Commission Members)

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IMPORTANT NOTE: The placement process for the Erasmus+ program is based on the **score list** provided to our committee by the Erasmus office. However, the institutions listed below require **language proficiency certificates** for admission. Therefore, students who possess the required language certificates will be placed in these institutions regardless of their scores.

1. **Berlin Technical University** – Requires **A2 German** for nomination and **B1 German** for registration.
2. **Athens** – Requires **B1 Greek** for registration.
3. **Liège** – Requires **A2 French** for nomination and **B1 French** for registration.
4. **Kiel** – Requires **B1 German** for registration.
5. **Glasgow** – Requires **IELTS 6.5 English** for registration.

ERASMUS PROCESS GUIDE:

1 FOR OUTGOING UNDERGRADUATE/GRADUATE STUDENTS

1.1 PRE-DEPARTURE PROCESS

- 1.1.1 Students must meet the **Erasmus application requirements**; those who do not meet these criteria cannot apply.

Application criteria:

A minimum score of 50 on the foreign language exam conducted by the YTU EU Office.

A minimum GPA of 2.20/4.00 for undergraduate students.

A minimum GPA of 2.50/4.00 for master's and doctoral students.

- 1.1.2 Students must follow the application schedule announced by the YTU EU (Erasmus) Office (<http://www.eu.yildiz.edu.tr/>).

(Application processes, language exam, announcement of results, and other procedures are conducted according to a fixed and official timeline set by the Office.)

- 1.1.3 Within the scope of the Erasmus exchange program, the departments with which our department has agreements can be found ([\)](https://erasmus.yildiz.edu.tr/sayfa/GEM%C4%B0-%C4%B0N%C5%9EAATI-ve-DEN%C4%B0ZC%C4%B0L%C4%B0K-FAK%C3%9CLTES%C4%B0-/GEM%C4%B0-%C4%B0N%C5%9E--VE-GEM%C4%B0-MAK--M%C3%9CH--Naval-Arc-Marine-Eng-/580.)

Students must review these departments and ensure they meet the necessary requirements (such as language proficiency and level, and whether the exchange is at the undergraduate or graduate level).

1.1.4 Students are placed in the relevant departments of partner universities by the Departmental Commission based on the ranking determined by the YTU EU Office according to the total of their GPA and foreign language exam score (nomination process).

✂ Important Note:

At this stage, language certificates required by the universities being applied to must be obtained in advance and submitted to the Departmental Commission during the placement process. (For example, German B2, Italian A1, etc.)

1.1.5 The list of placed students is sent to the YTU EU Office for approval by the Departmental ERASMUS Commission.

1.1.6 1.1.6 After the list of placed students is approved by the YTU EU Office, the Departmental ERASMUS Commission sends the student information to the ERASMUS Offices of the respective universities.

1.1.7 1.1.7 A notification email is sent to students, informing them that their information has been forwarded to the respective universities/departments where they have been placed.

1.1.8 1.1.8 Once the above steps are completed, each student must contact the ERASMUS Office of their host university via email to obtain detailed information regarding requirements, documents, and procedures.

1.1.9 As of 2023, within the scope of the Paperless Erasmus Project (Erasmus Without Paper/EWP), the Learning Agreement must now be prepared online via <https://learning-agreement.eu/> instead of using paper. This online document is called the Online Learning Agreement (OLA).

1.1.10 If your host institution has not yet adopted the OLA system, you can still prepare the document online, sign it yourself, and have it signed by your YTU department coordinator. After that, you must download the PDF and send it to the host institution via email for their signature.

1.1.11 For more details on the OLA system, visit:

<https://erasmus.yildiz.edu.tr/sayfa/KA-131-%C3%96%C4%9Frenim-Hareketlili%C4%9Fi--Avrupa-Birli%C4%9Fi-%C3%9Cikeleri-/Learning-Agreement/881>

1.1.12 Both YTU [-FR-1765-Erasmus+ Learning Agreement For Studies Before the Mobility](#) (LA), [- FR-1566-GİDF Erasmus Ders Eşdeğerlilik Formu](#), İntibak Formu-A (Form-A)) must be prepared, along with any additional documents required by the host institution.

⚠ IMPORTANT: The most up-to-date forms must be used.

The following basic points should be considered when filling out Form-A:

It should be noted that course selection should include **30 ECTS per semester** and **60 ECTS for two semesters** at the host institution. In exceptional cases (e.g., course unavailability, schedule conflicts, or non-recognition of courses), course selection within the range of **25-35 ECTS per semester** is acceptable. However, students should **not** take fewer than 25 ECTS or exceed 35 ECTS per semester.

For any selected course to be recognized, there must be an equivalent course in our department. If the **ECTS requirement is met**, courses taken at the host institution can be transferred as **elective courses** at **YTU GIM** without strict content matching. However, some elective courses **do not fall under this rule**—specifically, the courses required for **Ocean-Going Watchkeeping Engineer certification**. The department's **website** should be consulted for the relevant course catalog.

Since **academic recognition (intibak)** is independent of whether the student passes or fails a course, **all courses will be recognized**, even if the student fails them.

The **most up-to-date Form-A** must be used for academic recognition. If course changes are not reflected in Form-A, the old Form-A will remain valid, leading to discrepancies between Form-A and Form-B, which may cause problems for the student. Therefore, **any course changes must be updated in Form-A within TWO WEEKS** at the latest.

Special notes for undergraduate students:

- Students can take or have a maximum of one foreign course per semester as part of the Erasmus+ program.
- Students must choose at least two compulsory courses for each semester they participate in the program.
- All students must take courses worth 25-35 ECTS per semester (50-70 ECTS for two semesters) at the host institution. At least 2/3 of the total ECTS load they carry should have equivalent courses at YTU.
- It is preferred that the number of courses taken at both institutions is equal.
- Thesis or project students must prepare equivalence forms for the courses they take before going abroad, just like other courses, and have them signed by their academic advisors here. In other words, there must be an academic advisor at YTU for the thesis and project courses taken abroad, and the corresponding equivalence forms must be signed. This process is necessary for the recognition of thesis and project courses.
- Except for mandatory cases, students cannot take or have a previously passed course at YTU recognized from the host institution.

Special notes for graduate students

- A **Master's (MS) student** can transfer a maximum of **4 courses** from the host institution for their graduate studies.
- A **Master's (MS) student** can take a maximum of **two undergraduate courses** according to the GIM course plan, provided these courses are being taken for the

first time by the student. Furthermore, these courses must be **3rd or 4th-year courses** according to the GIM course plan. Even if the content of these two courses will be counted as undergraduate courses here, they must correspond to the 3rd or 4th-year courses.

- **Graduate students** cannot take or transfer **language courses** to complete the ECTS load in the **Learning Agreement (LA)**.
- A **PhD student** can take a course from the host institution that corresponds to the content of any **undergraduate course** here, but it cannot be transferred.
- The **Learning Agreement Form** that accompanies the Erasmus Transfer A Form must have the approval of the **International Relations Coordinator**.
- Only one corresponding course should be shown for each course in the **Transfer A Form**.
- The **Transfer A Form** and the **Transfer B Form** must be in **complete alignment**.
- **Research Methods, Scientific Ethics, Seminars, and Specialization Area courses** cannot be taken as part of the Erasmus Program.
- **Language courses** taken as part of the Erasmus Program will not be included in the GPA or course load but will appear on the student's transcript.
- **Graduate Scientific Preparation students** cannot benefit from the Erasmus program.
- **According to the Senate decision**, a student who wants to apply for the Erasmus Program at the beginning of the fourth semester must:
 - Have successfully completed at least **4 courses** from the curriculum of the department they are enrolled in,
 - Have passed the **Research Methods** and **Scientific Ethics** courses,
 - Have completed the **Seminar** course.

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** YTU Graduate Education and Training Regulation Senate Principles, Article 17, concerning Course Load: "Within the first 4 semesters of graduate education, out of the 7 (seven) courses to be taken, at least 4 (four) must be courses from the curriculum of the student's enrolled department, excluding the Research Methods, Scientific Ethics, and Seminar courses."*

- The **Article 17** regarding course load applies during the course recognition phase with the **Intibak Form B**.
- All courses taken and successfully completed under the Erasmus program (excluding language courses) contribute to the student's **AGNO (GPA)** and **ECTS** values, as determined by the **Academic Board (EYK)**.
- **PhD students** who fail the **PhD Qualifying Exam** cannot benefit from the Erasmus program during their fifth and sixth semesters.
- PhD students who are in the **thesis proposal defense** or **thesis progress report** period must present their thesis proposal defense and progress report during their Erasmus study period. Students who cannot defend their thesis proposal or submit their progress report due to valid excuses must submit a petition to the department head before the defense and progress report deadlines for consideration by the Academic Board.

- Students in the **final semester of their maximum study period** (Master's: 6 semesters, PhD: 12 semesters) must take the **Thesis** and **Specialization Area** courses, and therefore, cannot participate in the Erasmus program.

1.1.13 The Course Equivalency, Form-A, and Learning Agreement (LA) forms must be delivered by the student to the respective commission member, as assigned to them (the relevant list will be sent to students in advance).

1.1.14 Any other documents and forms requested by the YTU AB Office and/or the partner institution should be prepared and delivered to the relevant authorities.

1.1.15 Before departure, students must complete all their documents without any missing information, prepare the Erasmus Outbound Student File, and deliver a copy to the assigned Department Erasmus Commission member.

1.1.16 Those who decide not to go despite having been awarded the opportunity must fill out the [FR-1404 Erasmus Giden Öğrenci Değişiklik Talebi Dilekçesi](#) get it signed by the Department **Erasmus Coordinator**, submit a copy to the assigned commission member, and deliver the original signed version to the **YTU AB Office**

1.2 Process for Tasks Arising from Possible Changes After Departure

- 1.2.1 If some of the courses approved by the Faculty Administrative Board and sent to the YTU EU Office, which were included in the Learning Agreement (LA), Course Equivalence, and Form-A before departure, need to be changed due to reasons such as courses not being offered due to the student's inadequacy, misunderstanding of the course prerequisites, etc:
 - 1.2.1.1 The 5th and 6th pages of the LA form should be filled out to indicate that the course(s) that cannot be taken have been deleted and replaced with the new course(s), and this form must be approved by the Coordinator/Office on the other side.,
 - 1.2.1.2 The Course Equivalency Form for the newly selected courses must be filled out.,
- 1.2.2 A new and final version of the Form-A document must be prepared, showing the removed courses and adding the newly selected courses, and all courses (not just the newly added ones) should be listed. This updated Form-A should be sent to the relevant commission member's email address and ytugimint@gmail.com (or gimint@yildiz.edu.tr), and the reasons for the changes must be explicitly mentioned. If the changes are not reported to the Department Commission within two weeks from the date of the changes, using the documents mentioned above, Form-B, which must be submitted upon returning to the country, will be evaluated based on the Form-A approved before departure, and the situation will be communicated to the YTU AB Office by the Department ERASMUS Commission..

1.3 AFTER RETURNING TO THE COUNTRY PROCESS

After successfully completing the courses at the host university, upon returning to the home institution, the student must prepare the [- FR-0070- Erasmus Lisans Ders İntibak Formu \(B\)](#) along with a transcript showing the courses taken and the corresponding grades. (*Both Form-A and Form-B must list the same courses; therefore, if any course changes are made, Form-A must be updated accordingly.*) Prior to departure, the student must also submit the approved Form-A—either the version approved before departure or the updated version following any course add/drop actions—together with the approved Learning Agreement (LA) documents that include the changes, in both printed form and in digital formats (*.doc and *.pdf) to the designated commission member. After the LA, transcript, Form-B, and Form-A have been submitted to the assigned Department ERASMUS Commission member, the Faculty will carry out the course equivalency procedures, and your status will be officially communicated to the YTU EU Office electronically.

NOTE:

When preparing the İntibak-B form, all courses taken by the student at the host institution (regardless of whether they appear on the transcript) will be taken into account. Any courses that are included in the student's Learning Agreement+Changes documents but do not appear on the transcript (in accordance with the previously prepared İntibak-A form) will be evaluated as unsuccessful in the credit recognition process.

- 1.3.1 Along with the aforementioned documents, each student must write an impressions report (not exceeding one A4 page) that includes the essential and potentially useful information regarding the country, university, and department they attended (e.g., departure and return procedures, processes to be completed while there, academic and cultural environment, etc.). This report must be submitted to the designated Department ERASMUS Commission member for publication on the department's website. Additionally, it is important for students who have returned or are about to return to share all their experiences with new students admitted to the program (for the same universities). In this regard, sharing the contact information of the returning or soon-to-return students with the new program participants will be beneficial.
- 1.3.2 Since the YTU EU Office requires certain documents from students who have participated in the program and returned home, these students must contact the Office to learn about the requirements, prepare the necessary documents, and submit them to the Office.
- 1.3.3 Students who have participated in the program and returned home will be assigned as buddies to assist incoming students from the same university to our department. A student assigned as a buddy will be responsible for tasks such as welcoming the incoming students at the airport, escorting them to the YTU EU Office, assisting with document processing, ensuring their participation in the Orientation Program organized by the YTU EU Office for international students, and introducing them to the department and the Department Coordinator.

NOTE:

- For all detailed information, please refer to our website: <https://erasmus.yildiz.edu.tr/>

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