

INSTRUCTIONS : “ HOW TO “ complete your LEARNING AGREEMENT document

- Learning agreements: **download forms** at <http://international.yeditepe.edu.tr/incoming-students/>
- Forms must be **type written**.
- **2 signatures** are needed from **receiving institution** (Yeditepe University):
One from **department coordinator** **AND** One from **institutional coordinator**
****** Without these signatures, learning agreement will not be complete ******

If you fill out the **change form**, your department coordinator at Yeditepe needs to sign the change form again!

- Pick up your **original learning agreement** from our Incoming Office when you arrive at Yeditepe University – if you have sent it by poste with other documents ahead of your arrival
- **OR** bring along the **original** when you arrive on campus and take to our Incoming Office

Change Form is only to change courses in Table A

- Courses offered and course schedules may vary every semester, so to officially change the selected courses on the learning agreement you need to fill out the **“Change Form”**. Change Form is page 4 inside the learning agreement.
 - Only courses listed in Table A (2nd page of the learning agreement, Proposed Mobility Programme Chart) should be written in the Change Form. If a course is not listed in the Table A, you do not need to delete it with the change form.
 - When deleting any course, you need to type in the Component Code (Course Code), Title and number of ECTS.
 - To **add new courses** : list them on the change form by filling **“Added Component”** box.
 - *** Change form should not be separated from the learning agreement**, it can not be confirmed without the rest of the learning agreement.
 - **ECTS** : check all ECTS values – be sure your department coordinator verifies the ECTS for each selected course in their system while checking and signing your learning agreement. All ECTS points on the learning agreement are required to match with those on the university system; the institutional coordinator can not sign documents if ECTS points fail to match; unsigned documents will be sent back to the Incoming Office as “incomplete”.
- > The **INCOMING OFFICE** assists in the paperwork process required for study abroad Erasmus and Non-Erasmus Student Exchange, but does **NOT** sign learning agreements.
- > Any delays or problems with courses / documents must be resolved within the department as the International Office is not able to resolve academic issues.
- When you have 2 signatures (from department coordinator and institutional coordinator) the learning agreement will be **stamped in Incoming Office** and will be ready to scan and email to your university.
 - The student will **make a photocopy** of the original signed/stamped Learning Agreement and give it to the Incoming Office.
 - **The student keeps the original signed / stamped Learning Agreement to take home on departure.**