

ERASMUS APPLICATION PROCESS

ALL PROCESS WILL BE HELD ONLINE!

IMPORTANT:

- You should take the following courses **at Bilkent University**:
 - MAN 213 Principles of Financial Accounting
 - MAN 321 Corporate Finance
 - MAN 335 Fundamentals of Marketing
 - MAN 341 Production Management
 - MAN 361 Organization Theory

PLEASE FOLLOW THE BELOW STAGES:

1) Prepare your draft Pre Approval form

[Sample](#)

2) You have to write the courses that you will take in the partner university.

Read the course syllabus and content carefully (in the partner university).

Please send the course **syllabuses** to your advisor with your pre approval form.

PLEASE FOLLOW THE BELOW STAGES:

3) Read the syllabus and content of the courses in Bilkent and find the proposed course transfers in Bilkent. Select your courses from the below link.

<https://stars.bilkent.edu.tr/homepage/curriculum.php?DEPT=MAN>

- General Elective (1)
- Marketing Elective (1)
- Finance Elective (1)
- Unrestricted Major Elective (6)
- Arts Core Elective (1)
- Science Core Elective (1)
- Social Science Core Elective (1)

It is **your** responsibility to know your curriculum!

PLEASE FOLLOW THE BELOW STAGES:

4) Afterward, you have to fill the form accordingly. You are required to take courses worth at least **30 ECTS (15 Bilkent credits) at the partner university which equals 25 ECTS (5 COURSES) at Bilkent.**

- As you know, before preparing your forms, you have to read the course syllabuses in both the Partner University and Bilkent.
- Additionally, while preparing your pre-approval form please read the instructions in the form carefully. You should include all the course codes and course names. Besides, please write the CORRECT course credits.

PLEASE FOLLOW THE BELOW STAGES:

5) Send the draft of your pre-approval form to your academic advisor with together with the syllabuses of the course you will take there.

Academic Advisors:

- Ceren Aydogmus (E-mail: caydogmus@bilkent.edu.tr)
- Tolga Baycan (E-mail: baycan@bilkent.edu.tr)

PLEASE FOLLOW THE BELOW STAGES:

- 6) Your academic advisor will approve the courses via **e-mail!**
- 7) After you take the approval from your academic advisor, prepare your **learning agreement** in line with your approved pre-approval form and send it to Mrs. Buket Bıyıklı (E-mail: buket.biyikli@bilkent.edu.tr)
- 8) In order to transfer a course, you SHOULD get the Grade to Graduate in the Partner University.

Note: In some universities passing grade from a course is different than the grade to graduate like Bilkent. In Bilkent you should have minimum 2.00 CGPA corresponding to C. However, to pass a course D is enough.

IMPORTANT:

- IT IS YOUR DUTY TO PREPARE THE PRE-APPROVAL AND LEARNING AGREEMENT FORMS. YOUR ACADEMIC ADVISOR WILL NOT PREPARE FOR YOU!
- Please don't ask questions to your academic advisors and/or Mrs. Buket Bıyıklı about the application process of the university which you will attend!

DURING MOBILITY:

- If you need to change a course after you arrive at host institution:
 - Ask for approval of your Exchange Coordinator via email.
 - Fill out the “During Mobility” part of your Learning Agreement when you come back to Turkey.