ÖĞRENİM ANLAŞMASI / LEARNING AGREEMENT
LEARNING AGREEMENT

LEARNING AGREEMENT = EXCHANGE & ERASMUS COURSE REGISTRATION & EQUIVALENCE CERTIFICATE

Learning agreement is a course registration document which includes name, code and credit of the courses during the mobility.

It consists of two stages. Learning agreement 1. page includes the planning courses, 2. page (add-drop page) includes the changes of the courses.

Both documents are evaluated together.

Both documents must be signed by you and the partner university in order to be valid.
COURSE DATABASE?

This is a list of previously taken courses at the partner university

The equivalents of the courses may change, course equivalencies in the system are only reference to your advisor.

If the courses which offered at the partner institution are available in the LA database, select the courses to create your document. Attention: The courses in the database does not mean that the course will be offered at the partner institution in the next semesters.
Important Notes

➤ Course selections must be made on the database according to the course list submitted by the partner university.

➤ You must complete and follow up both the SU and the partner university learning agreement formats during the exchange period.

➤ Even if you have completed the LA form of the partner university, you must complete the LA form in our system for your course transfers. The courses in both forms must be consistent.
Important Notes

Please follow the instructions and complete your document until the deadlines. Equivalence requests that you send to your advisors over the system cannot exceed the deadlines!!

For students who do not add or drop their courses, the approval of the first page of the learning agreement must be completed, and for the students who add or drop courses, both pages of the learning agreement must be completed and approved.

After the deadlines, the learning agreements will not be accepted. Please read carefully the guideline for learning agreement on our website.
1-Main Page/ Select L. Agreement/ Manage this Learning Agreement
2- From Add Course table, please ‘select’ the courses that you want to take from the partner university and then click ‘add course’. By this step, courses with their equivalences will be added to your LA form.

If your intended course is not listed in this table, you have to send a new course request to your advisor in order to make him add the new course to this pool.

If you select any course which has missing Basic Science and Engineering Science credits, you must select and add the courses, the following warning message will appear. You have chosen course(s), which has missing Basic or Engineering Science Credits. An automatic credit update request is sent to your supervisor. You will be able to add these courses upon the revision of the credits.
4- If the course is not in the system, please click **NEW COURSE REQUEST** in order to make a new course equivalence request.
Please enter the following info to the system and then click **SUBMIT**. This is needed for your advisor to determine the equivalence of the course you have requested

- Exchange Course Code:
- Exchange Course Name:
- ETCS Credit: Please supply at least one of the following information of the course
  - Catalog Url: (Ders bilgilerinin olduğu ve web sitesi linki)
  - Catalog PDF: (Syllabus bilgisi)
  - Catalog Info: (Ders bilgisi metni)
MINOR COURSES

If you are enrolled in the minor program and you would like to transfer to courses for your minor, **Click on request** in the minor section and submit request section. Minor request will send your advisor on the system. The course equivalence will be determined by your advisor. Your major program advisor will approve or reject on the system.
After adding your courses to your document and submitting your minor request, you should **click Send your LA to your Supervisor** and submit it to the advisor's approval. Your advisor will decide your minor request and your document together. When approved or rejected, you will receive an automatic notification email.
DOUBLE MAJOR

For the students who has double major program. They need to fill in an additional page. The courses which have chosen for your major program must be same. Only equivalents of your courses will be based on your double-major program.

If the course does not include in the database, you should make new course request.
After the page approved by your advisor and IRO, you will receive automatic e-mail.

After approval click **PRINT** and you need to print and sign your LA. After signed it, you must send your partner university to get signature. Without signatures your learning agreement process cannot be completed.
ADD-DROP

- Add-drop page include the changes of the courses. You can drop the courses and add new courses.
ADD-DROP

➢ Click ‘La Second Page (Add drop)’ tab.
You can see the list of your courses on your 1st LA page on the 'Remove Course from LA' table. Please select the courses to drop and then click DELETE. You should also select ‘Change reason’ from the drop down list:
In order to add a new course, you should select related course and click ‘Add Course’. If the new course is not listed in this box, then you have to make a new course request to your advisor for the equivalance of the new course.
ADD-DROP

- Following the changes, You will see your add-drop page as the following. This page only shows the changes you have made compared to your 1st LA page.

- You can see final version of you LA in mobility programme after changes
ADD-DROP

Click ‘Request Approval’ and send the form for your advisor’s approval.
ADD-DROP

If you do not make any changes and accept the courses on page 1 of the learning agreement click “I will not make any changes. I accept that my first page of LA is the final version and I will not add or drop any courses” After click it, the page will be closed to make changes. If you would like to make changes please contact la@sabanciuniv.edu
ADD-DROP

➢ After the page approved by your advisor and IRO, you will receive automatic e-mail.

➢ After approval click **PRINT** and you need to print and sign your LA. After signed it, you must send your partner university to get signature. Without signatures your learning agreement process cannot be completed.
ATTENTION

At least 20 ECTS/10 SU credits

Maximum 40 ECTS/20 SU credits

- The SU credit of the course will be calculated by taking half of the ECTS credit of the course in the partner university. If the first digit after the decimal point is equal to or greater than 5 in the calculated credit, the credit will be rounded up (e.g., When the ECTS credit in partner university is 5, the SU credit of the same course will be 2.5, and this credit will be rounded up and taken as 3)

- The learning agreement must be signed by YOU, by Sabancı University and by the Partner University and all other required fields should be completed!
ATTENTION

- Please check for your graduation criteria! Responsibility belongs to student. Graduation Tracking System; http://www.mysu.sabanciuniv.edu/sr/en/degree-evaluation

- FENS students who apply for exchange programs: You can take the course (ENS 491) with the approval of your advisor during the exchange period. Students, who will take graduation courses such as ENS 492 during the exchange period, must contact to the relevant faculty! This courses are not stated in the course database.
ATTENTION

➢ The language courses taken by the engineering students will not be counted for the program requirements but they affect the average grade point average.

➢ The course changes at the partner university must be stated during the Learning Agreement add-drop period.

➢ If you have not made any changes, you must login in the system and click “LA Second Page (add-drop) / I accept that my first page of LA is the final version and I will not add or drop any courses.”

If you make any changes and do not change it on the Learning Agreement;

➢ The courses in your LA first page will be valid. Courses which are not included in your LA document will not be transferred. Courses written on the first page in LA and are not dropped in the second page, will be transferred as ‘F’ in your transcript.

➢ After the mobility, the courses in the transcript from the partner university must be consistent with LA form. Inconsistent courses will not to be considered for the transfer procedure.
LA ACADEMIC ADVISORS

FASS
Cultural Studies: Ayşecan Terzioğlu
Economy: İnci Gümuş
Political Sciences: Oya Yeğen
Visual Arts and Visual Communication Design: Onur Yazıcıgil
International Studies: Oya Yeğen
Conflict Analysis and Resolution: Oya Yeğen
Psychology: Nihan Alp, Robert Booth
Art Theory and Criticism: Bratislav Pantelic

FENS
Computer Science: Yücel Saygın
Electronics Engineering: Hüseyin Özkan
*Manufacturing Systems/Industrial Engineering: Hans Frenk
Material Science: Mehmet Ali Gülgün
Mechatronics: Melih Türkseven
*Biology: Christopher Mayack
Energy: Tuğçe Yüksel
*Mathematics: Michel Lavrauw
*Physics: Ersin Göğüş

SOM
Management: Remzi Gözübüyük
Finance: Yiğit Atılgan
MBA: Cenk Koçaş
İLETİŞİM

GİZEM MERT

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