

APPLICATION PERIOD: NOVEMBER 15-DECEMBER 03, 2021 @16:00

APPLICATION RULES

1. Current “main call” applications are for **2022-2023 academic year, Fall or Spring term.**
2. Students must have made their declarations before they go to exchange.
3. Undergraduate students must have minimum 2.2 GPA, Postgraduate students must have minimum 2.5 GPA.
4. No balance or responsibilities due to Sabancı University.
5. Students who are enrolled for Professional Graduate Programs cannot apply for exchange programs (Executive MBA, MBA, IT, Data Analytics, Energy Tech.&Man. non-thesis and Nanotechnology).
6. Students registered in Masters of Science in Business Analytics should have 3.50 GPA and advisor’s approval for application. Exchange period for these students may only 1 semester.
7. Students should not have any disciplinary suspension for their exchange term.
8. You must meet the entry requirements of the partner university during its application procedures which will take place after the placements.
9. Student **placements** will be made based on the rules below:

9.1. Total Points = cum GPA (50%) + English Language Score (50%) + *Special Condition

*Special conditions:

- 9.1.1. Students who have benefited from exchange programs previously will receive minus 10 points for each mobility.
- 9.1.2. Students with disability (+10 points)
- 9.1.3. Child of martyr or veteran (must be documented) (+15 points)
- 9.1.4. Applying for the Country of citizenship: -10 points
- 9.1.5. Students cancel the exchange after the confirmation without any valid reason will get -10 point for the next applications.

9.2 How To Calculate English Language Scores:

For undergraduate students only: English language score will be calculated by $(ENG\ 101 \times 0,4) + (ENG\ 102 \times 0,6)$ and will be considered as the other %50 of your total point, which will be used for the placement. [As of 201701 \(Fall 2017\), English language score will be calculated by \$\(SPS\ 101 \times 0,4\) + \(AL\ 102 \times 0,6\)\$ according to the table English Proficiency Coefficients as of 201701.](#)

For post graduate students only: Your submitted TOEFL/IELTS/ELAE score will be considered as the other %50 of your total point, which will be used for the placement. For TOEFL/IELTS/ELAE Points [click here](#)

Important note for undergraduate students only: Students, who does not have ENG101/SPS 101 cannot apply for exchange programs. Students, who do not have ENG 102 and SPS 102 and/or AL102 score at the time of the application, will be assessed as if they attained grade "C" in ENG 102. Please [click](#) to see detailed information and sample calculations.

APPLICATION DETAILS:

You may apply for Global exchange countries by selecting the program type as “Global Exchange” through our online system.

- Firstly, check our [partners](#) and relevant information on our [website](#). You will be able to make applications for our partners listed only on our [free slot list](#) shared through application system.

- Please make sure to check partners based on the agreement fields, eligibility criteria, available courses, and the language of the courses as well.
- You can list up to 5 universities in your preferences.
- Check partner institutions' web pages related to courses, living expenses and other issues about exchange.

HOW TO APPLY

- Application for exchange programs will only be done online. [Please read the instructions.](#)
- Students will not be asked to bring or submit any hard copy document to our office.
- You can edit and submit your application form as many as you like until the given deadline. The latest version will be considered.

Required Documents/Forms for Application:

- 1- [Online Form](#)
- 2- **Transcript (you may upload your transcript taken from Bannerweb)**
- 3- [Financial Commitment Form](#) (signed by you and your guardian, scanned copy or photo)
- 4- (Only for Graduate Level Students) Thesis Advisor Approval Form

YOUR PREFERENCES

2.1- You can reach **free slot** list via our online system: <http://exchange.sabanciuniv.edu/agreements>.
 2.2. This is a dynamic list updated regularly. We advise you to check it and edit your application if necessary.
 2.3 It is the **student's responsibility** to make sure they satisfy/will satisfy all the application process of partners and the partner university may request written proof, and/or may require extra conditions. Please note that information on the website of partners might change. Please check back for up-dates and further information **on partner's own websites**. Please check the language of instruction of the related agreement subject via partner's own website.

2.4. Please make your preferences if you are ready to take courses from the specified agreement field.
 2.5. **Please check the requirements of the partner university if there is any completed semester limitation e.g minimum Junior or Senior Level. We strongly recommend you to prefer the agreements suitable for your program.**

PLACEMENTS are made by Exchange Programs Committee. Placement rules are as follows:

- 1- Students are ranked according to the total score obtained and placed according to their preference order and the quota and conditions of the universities.
- 2-Agreements have priorities within their faculties (Please check faculty priority section in the online system)
- 3- For agreements having flexible undergraduate, graduate quotas; graduate students will be on priority. Students having the same total points are ranked by cum. GPAs.
- 4-**Double majors programs:** The main program at SU will be taken into account during placements unless students inform IRO regarding placements request considering the second program.
- 5- Students with the same total score are ranked according to their GPA and order of preference.
- 6- Following rules will be made for students with the same score and the same preferences with same preference number.

6.1. If the Exchange application score and preferences are same, last term grade point average is considered.

- 6.2. If last term grade points are same, previous last term grade point average is considered.
- 6.3. If previous last term grade term point average is same, again previous last term grade point average is considered.
- 6.4. If there is still an equivalency, a lottery is drawn among students with equal scores, witnessed by the Exchange Committee. The lot will be done in front of the students depending to higher to lowest points.

CREDIT LIMIT: All undergraduate and graduate students are required to take minimum 20 ECTS during exchange semester.

PREVIOUSLY TAKEN COURSES

- You may review [the courses taken by previous exchange students](#).
- Please also note that; the database shows only the courses that our students have received until this semester.
- The courses opened in the partner institution are much more than those found in our database and updated course offerings can be found from the host university's web page.

AFTER SELECTION

1. Confirmation of Participation:

- After the placements announced to you, you'll have few days to send us **confirmation** via the online system.
- Those who do not send this confirmation until the specified time will lose their placement.
- Students wishing to object to the placement results should notify IRO by e-mail within 3 days.
- **Important Note: Make sure to check all requirements (language of the courses, courses offered, accommodation, visa, etc) before confirming your place**

2. The Application Procedures of Partner University: Once students confirm their places, IRO nominates students to Partner University. Students have the responsibility to complete application procedures of the partners until their deadline. Students have the responsibility to complete application procedures of the partners until their deadline.

3. Your placement does not guarantee your acceptance to the partner universities. Final acceptance decision will be taken by the partner universities upon evaluation of your applications.

4. We will send your nomination to the partner universities according the partner university deadlines. We kindly ask you NOT to contact with partner university that you placed until you receive a confirmation from IRO. We will inform you for further procedures soon.

IRO TRAVEL SUPPORT

Every year we support students with a travel support. The details including budget and amounts to be distributed will be announced later.

USEFUL DOCUMENTS

Contact details of former students, previous courses taken during exchange, grade conversion tables of partners and more:

<http://iro.sabanciuniv.edu/students/exchange/outgoing/useful-documents>

The information in this document is regularly updated according to information coming from partner institutions, current developments in education and changing rules and regulations.