

Exchange/Erasmus Students Request for Leave of Absence and Registration of Course

All students on route to participating in the Exchange/Erasmus program for studies **must** apply for a leave of absence and submit the courses they intend to register to during their time abroad for approval via the steps explained in this document.

If you have been **nominated** to participate in the Exchange/Erasmus program and have **satisfied all control requirements**, then follow the steps below to complete your petition:

Step 1.

Enter the E-Petition screen through your ÖBİKAS account and press the “**E-Petition Exchange**” button on the lower right corner:

The screenshot shows the 'E-Petition' interface. At the top right, there are buttons for 'E-Petition Guide' and 'Back To Main Menu'. Below this is a table titled 'E-Petitions' with columns for Subject, Date, and Status. The table contains 10 rows of data. At the bottom of the screen, there are two buttons: 'New E-Petition' and 'E-Petition Exchange', with the latter circled in red.

Subject	Date	Status
Underload	24.09.2014	WAITING (Department)
Other	17.10.2014	CANCELED
Underload	17.10.2014	CANCELED
Other	30.10.2014	CANCELED
Other	30.10.2014	CANCELED
Underload	30.10.2014	WAITING (Faculty/Institute)
Underload	30.10.2014	WAITING (Department)
Other	05.11.2014	WAITING (Faculty/Institute)
Other	13.11.2014	CANCELED
Other	18.11.2014	WAITING (DepL. Coordinator)

Step 2.

Enter the course code, the course name, the local credits, and the ECTS credits for a course **you intend to register to** during your time **at the host Institution**; also enter the web link for the course syllabus/page if available. If no code is available, leave the cell blank. Note that you **must enter** at least one of the **credit** values; make sure you enter the **ECTS values** if you are participating in the **Erasmus** program, while **all other Exchange** students will enter the **local credits** as per specified by the host institution. You may also suggest a Boğaziçi course to be considered by your advisor for transfer. Press the **Add** button to finalize the course information. If you would like to **modify** a course after it has been added to your list, simply press the **Remove** button to discard it and enter again.

The screenshot shows the 'New E-Petition' form. The 'Subject' dropdown is set to 'Exchange - Erasmus'. The 'University' is 'University of Konstanz (GERMANY)', 'Unit' is 'Department of Linguistics and Philology', and 'Term' is '2014/2015-1'. The 'E-Petition Text' field contains a partially visible sentence. Below this is a table for course information. Red arrows point to the 'Course Code', 'Course Name', 'Local Credits', and 'ECTS Credits' columns. Green arrows point to the 'Course Link' and 'Suggest BOUN Course Code' columns. The 'Add' button is circled in red.

Course Code	Course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUN Course Code
PHY300	Quantum Mechanics I		4		
EC100	Microeconomics	3	6		EC101

Step 3.

Once you have completed all the courses, press the **Send** button to submit your petition. Your advisor/coordinator will be the first person to review your petition and any message you enter to the "Detailed Information" box will be visible to your advisor/coordinator

New E-Petition

Subject : Exchange - Erasmus

University: University of Konstanz (GERMANY)
Unit: Department of Linguistics and Philology
Term: 2014/2015-1

E-Petition Text:
Approval of the proposed Learning Agreement and the request for a Leave of Absence to participate in the Erasmus/Exchange program.

Course Code	Course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUN Course Code	
						Add
EC100	Microeconomics	3	6		EC101	Remove
PHY300	Quantum Mechanics I		4			Remove
PHY301	Quantum Mechanics II		4			Remove
CIV5	Civilization		6			Remove
GER301	Advanced German		5			Remove
PHY500	Classical Mechanics		10			Remove

Detailed Information:

Add New Document

Send Cancel Show Messages

IT IS VERY IMPORTANT THAT YOU VISIT YOUR ADVISOR/COORDINATOR TO DISCUSS THE POSSIBLE COURSE TRANSFERS BEFORE YOU FINALIZE THE PETITION

WE RECOMMEND THAT YOU DISCUSS THE POSSIBILITIES BEFORE YOU SUBMIT YOUR PETITION!

Step 4.

After you submit your petition, you will observe that the status box will reflect who is currently evaluating your petition.

The screenshot shows the 'E-Petition' system interface. At the top right, there are links for 'E-Petition Guide' and 'Back To Main Menu'. The main content is a table titled 'E-Petitions' with columns for 'Subject', 'Date', and 'Status'. The table contains 11 records. The status of the last record, 'Exchange - Erasmus', is 'WAITING (Dept. Coordinator)', which is circled in red. Below the table, it says 'Displaying 11 records at page 1 out of 11 records in 1 pages' and there are buttons for 'New E-Petition' and 'E-Petition Exchange'.

Subject	Date	Status
Underload	24.09.2014	WAITING (Department)
Other	17.10.2014	CANCELED
Underload	17.10.2014	CANCELED
Other	30.10.2014	CANCELED
Other	30.10.2014	CANCELED
Underload	30.10.2014	WAITING (Faculty/Institute)
Underload	30.10.2014	WAITING (Department)
Other	05.11.2014	WAITING (Faculty/Institute)
Other	13.11.2014	CANCELED
Other	18.11.2014	WAITING (Dept. Coordinator)
Exchange - Erasmus	20.11.2014	WAITING (Advisor)

NOTE THAT YOUR ADVISOR/COORDINATOR MAY “REQUEST REVISION”, IN WHICH CASE YOU WILL HAVE TO MODIFY YOUR COURSE SELECTION USING THE STEPS ABOVE; THEREFORE PLEASE CHECK FREQUENTLY THE STATUS OF YOUR PETITION

Step 5.

Once your petition has been approved by the advisor/coordinator, the Department and the Executive Borad (YK), the status will take the following form. At this point you can visit the Office of International Relations and request a print out of your Learning Agreement.

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Subject	Date	Status
Underload	24.09.2014	WAITING (Department)
Other	17.10.2014	CANCELED
Underload	17.10.2014	CANCELED
Other	30.10.2014	CANCELED
Other	30.10.2014	CANCELED
Underload	30.10.2014	WAITING (Faculty/Institute)
Underload	30.10.2014	WAITING (Department)
Other	05.11.2014	WAITING (Faculty/Institute)
Other	13.11.2014	CANCELED
Other	18.11.2014	WAITING (Dept. Coordinator)
Exchange - Erasmus	20.11.2014	WAITING (Registration Office)

NOTE THAT YOU WILL NEED THE “LEARNING AGREEMENT” TO FINALIZE YOUR PARTICIPATION. IT IS THEREFORE EXTREMELY IMPORTANT THAT YOU START THE WHOLE PROCESS IN A TIMELY MANNER.