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 ÖBIKAS account and press the “E-Petition Exchange” button on the lower right corner:

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.
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.

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.

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 Board (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.

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.