

## 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 links 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, there is a pagination bar showing 'Displaying 10 records at page 1 out of 10 records in 1 pages'. On the right side of the bottom bar, there are two buttons: 'New E-Petition' and 'E-Petition Exchange', with the latter being 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 (Dept. 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. At the top, there is a 'Subject' dropdown menu set to 'Exchange - Erasmus'. Below this are fields for 'University: University of Konstanz (GERMANY)', 'Unit: Department of Linguistics and Philology', and 'Term: 2014/2015-1'. The 'E-Petition Text' field contains the text: 'Approval of the proposed Leave of Absence and the request for a Leave of Absence to participate in the Erasmus/Exchange program.' Below this is a table with columns: Course Code, Course Name, Local Credits, ECTS Credits, Course Link, and Suggest BOUN Course Code. The table contains two rows: one for 'PHY300 Quantum Mechanics I' with 4 ECTS credits, and one for 'EC100 Microeconomics' with 3 local credits and 6 ECTS credits. The 'Suggest BOUN Course Code' field for the second row is 'EC101'. At the bottom right of the table, there are 'Add' and 'Remove' buttons, with the 'Add' button circled in red. Below the table is a 'Detailed Information' text area. At the bottom of the form, there are buttons for 'Add New Document', 'Send', 'Cancel', and 'Show Messages'.

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.



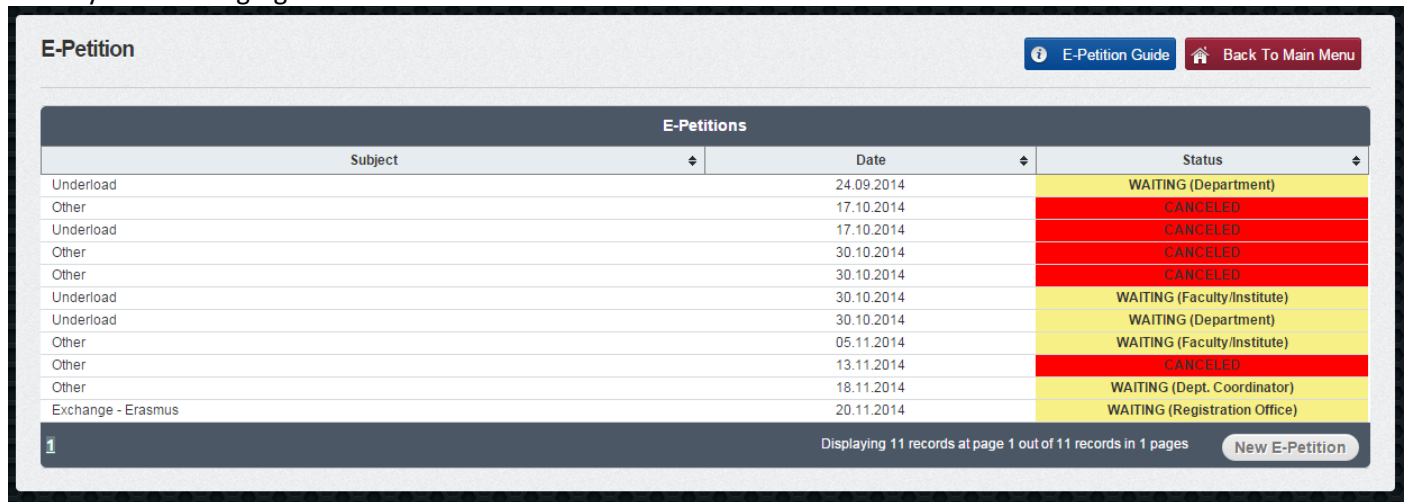
The screenshot shows the 'E-Petition' system interface. At the top, there are links for 'E-Petition Guide' and 'Back To Main Menu'. Below is a table titled 'E-Petitions' with columns for Subject, Date, and Status. The table contains 11 records. The status of the last record is 'WAITING (Dept. Coordinator)',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



The screenshot shows the 'E-Petition' system interface. At the top, there are links for 'E-Petition Guide' and 'Back To Main Menu'. Below is a table titled 'E-Petitions' with columns for Subject, Date, and Status. The table contains 11 records. The status of the last record is 'WAITING (Registration Office)'. Below the table, there is a pagination bar showing 'Displaying 11 records at page 1 out of 11 records in 1 pages' and a button for 'New E-Petition'.

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.**