**HOW TO PREPARE THE LEARNING AGREEMENT?**

For Erasmus Exchange, incoming students must prepare Learning Agreement for Studies. This agreement has three parts: Before the Mobility, During the Mobility and After the Mobility.

Before the Mobility: It is for your intended courses before you start your Erasmus period.

During the Mobility: This one is for the exceptional changes during add/drop period.

After the Mobility: This one is for your all courses (with grades) at the end of your Erasmus period.

***Before the Mobility***

At Sakarya University, we provide instruction on four degree programs (Short, First/Bachelor, Second/Master, and Third/Doctorate Cycle). ​There is not any restriction for Erasmus students in that if your institution accepts **you may choose your courses from any faculty and department.**

Although language of instruction is Turkish at our university**,** every academic year, we arrange a list of courses taught in English and inform Erasmus students about this list. We will try to publish this list on our web page or you may ask from International Relations Office.

Moreover, we have **free elective courses** for all Sakarya University students as well as Erasmus students. This list consists of not only professional courses, but also social ones such as swimming, photography, gymnastics, badminton, boxing, basketball, and so on. If you want to learn Turkish during your stay, you may also choose **Turkish Language Course** (TDE 285 for Fall Semester and TDE 286 for Spring Semester). ​

​You can find all the courses taught (for all levels), at this link:

<http://www.ebs.sakarya.edu.tr/?lang=en&pid=ens>

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 You may also check which courses are open in your Erasmus period from this link: <http://dersprogramlari.sabis.sakarya.edu.tr/> (Unfortunately the page is in Turkish and sometimes it does not include the courses taught in English.)

By preparing Learning Agreement, you can apply the steps which are written below:

1. In order to find the updated "[Courses](http://abp.anadolu.edu.tr)", first you should state your degree (Short/Bachelor’/Master’/Doctorate) on the link above. Then you will see the units and the departments. Choose the course you wish to take at Sakarya University and find ECTS credits. (The credit accumulation system used at Sakarya University is ECTS and students accumulate 30 ECTS credits per semester.)
2. After choosing your courses, please write them on the Learning Agreement page (before the mobility part) with the code, name and credits.
3. There are 3 signatures on the Learning Agreement:

 - Student

 - Home Departmental/Institutional Coordinator

 - Host Departmental/Institutional Coordinator

1. Please sign the Learning Agreement, get the signature of your Departmental/ Institutional Coordinator at your Home University and after that send us for our signatures on related parts.
2. You should prepare 3 original copies of Learning Agreement with a signature and stamp of your home university on all these three copies and send all of them by snail mail together with other documents directly to International Relations Office, Sakarya University. (At first step we accept scanned copy.)
3. When we receive the original Learning Agreements we will send them to the Departmental Coordinators at Sakarya University. After Departmental Coordinators check and sign them, either you bring or we will send back to your home Institution 2 signed and stamped versions of the documents.

***During the Mobility***

Sometimes the courses which you have added on your initial agreement are not open or their names/codes have been changed. In that case, when the semester starts, you can change your courses. For this, you should fill During the Mobility Section of Learning Agreement. First you must clearly write the deleted courses and then tick “deleted component” section, after that you should write added ones and tick the “added component” part. You should also specify the reasons for change by writing the reason codes. Please do not forget to write ECTS credits for each course and the total ECTS.

The changes of learning agreement document must be three original copies. After you prepare it, you must sign all three copies and have them signed by the department coordinator at Sakarya University. After institutional coordinator sign, we will send it your university for signature and stamp.

Please keep in mind that even if one course on your learning agreement is not open, you need to do necessary changes on your agreement.

***After the Mobility***

Before you leave, you should fill After the Mobility Section on the Learning Agreement by writing down the ECTS credits as well as grades. When all your documents are ready, we will prepare your Transcript of Records and Confirmation Letter.