2018-2019 ACADEMIC YEAR GLOBAL EXCHANGE PRE-DEPARTURE ORIENTATION SESSION

Office of International Programs
TODAY’s SCHEDULE

- Getting to know
  - Cross-Cultural Communication & Cultural Adaptation
- Technical Matters
- Academic Matters
- Practical Matters
- Q & A
Are you prepared?
Cross Cultural Communication & Cultural Adaptation

- Exchange is a “CHANGE” process that helps you learn and develop personally

- Change of place, change of culture, change of language, change of people, change of “YOU”

- Potential adjustment challenges

- Expectations

- Cultural Values
Cross Cultural Communication & Cultural Adaptation

Who Am I?
Each of you will have changed in different ways and degrees when you return.
Exchange Will Change You

Because you will develop:

- Linguistically
- Culturally
- Personally
For a Better Learning Experience

- Be a good observer
- Don’t make quick judgments and generalizations
- Be flexible and open to difference and conflict
- Develop realistic expectations about your exchange semester
- Don’t be afraid to ask questions
- Write reflections about your experiences, incidents that stand out to you
- Don’t be afraid to ask for help /support
Recommended Exercise

1. Observe a cultural event or watch a cultural video
2. Reflect upon it
3. Research what happened and why
4. Re-evaluate your response
Recommended Exercise

Links for Exercise:

- Culture Curve: The Ups and Downs of Studying Abroad
  - https://www.youtube.com/watch?v=YKyu-4k8zRc

- 10 Things I Wish I Knew Before Studying Abroad to Korea (Seoul National University)
  - https://www.youtube.com/watch?v=7bMyeStQz34

- Studying abroad: culture shock
  - https://www.youtube.com/watch?v=z5EEz_R_RiE

- TURKISH STEREOTYPES!
  - https://www.youtube.com/watch?v=9CJ0xKm5dlg

- What stereotypes do you have about Turkey?
  - https://www.youtube.com/watch?v=W9e0XS_VlUg
TECHNICAL MATTERS
LET’s AGREE on ONE THING...

Take responsibility of your exchange process!
Proceed with attention!
GLOBAL EXCHANGE
PROCEDURE

- Before the mobility
- During the mobility
- After the mobility
Global Exchange Mobility Documents

BEFORE MOBILITY
- Commitment Letter
- Acceptance Letter
- Course Equivalency Form (CEF)

DURING MOBILITY
- Course Equivalency Form (During/After the Mobility)

AFTER MOBILITY
- Course Equivalency Form (During/After the Mobility)
- Partner University Transcript
- Certificate of Attendance
BEFORE THE MOBILITY

- Nomination – done by OIP

- After your nomination **you should apply** to the partner university until the deadline set by the partner with all the required documents. The application procedure to the partner university is student’s responsibility.

- Please note that after your nomination and application the partner university **can reject your application**.

**Estimated Application Periods**

For Spring semester it starts in September

Check the website of the partner universities regularly for updated information.

**Students are responsible for the visa procedures.**
In case you cancel your mobility

- Students who participate in the program have «Exchange Student» status on KUSIS. **They are not able to make course registration in the system.**
- If you would like to cancel your mobility you should inform us as soon as possible by signing the [cancellation petition](#).
- **If you do not inform OIP on time you will not be able to make pre-/ course registration at KU**
- Your acceptance is valid for the term you are accepted, and it can not be transferred to the following year or term.
Check your e-mail regularly. Letter of Acceptance and other related information will be sent to you via e-mail or by post.

When you receive your letter of acceptance you should submit one copy to OIP or send e-mail to kuapp@ku.edu.tr.

If your Acceptance Letter will be received by us we will inform you via e-mail.
Course Equivalency Form (CEF)

- Fill in the Course Equivalency Form (CEF) with your Departmental Exchange Academic Coordinator and upload the document to petition part on KUSIS. Then check it regularly to see if it’s signed or not. If it’s, then send one copy to OIP.

- You should update the petition on KUSIS when you make any changes on Learning Agreement.

- The students from CE have to fill out the Online Course Equivalency Form (For more information please contact Özge Armağan Çelik and Meltem Yabacı).
# Course Equivalency Form for Exchange Programs

Name of the Student: 
Department: Standing:  
Academic Advisor:  
Student Phone & E-Mail:  
Name of the Host Institution:  
Exchange Semester:  

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<tr>
<th>Host Institution</th>
<th>Koc University</th>
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<td>Course Title</td>
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Student's Signature:  
Date:  

**RECEIVING INSTITUTION**

We confirm the above-listed changes for the initially agreed program of the approved

Coordinator's Signature:  
Date:  

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For Office Use Only

Approved by Faculty Dean or Associate Dean

(Name)  
(Signature & Date)
All students are advised to obtain a travel health insurance with full coverage

Though you might get a health insurance at host country you should have travel health insurance before you leave
Global Exchange Mobility Documents

BEFORE MOBILITY

- Commitment Letter
- Acceptance Letter
- Course Equivalency Form (CEF)

DURING MOBILITY

- Course Equivalency Form (During/After the Mobility)

AFTER MOBILITY

- Course Equivalency Form (During/After the Mobility)
- Partner University Transcript
- Certificate of Attendance
ARRIVAL

Attend the program according to the dates on your letter of acceptance. Do not miss the orientation program.

CEF

If you make any revisions on your course list (add/drop), fill in the During Mobility part, get KU academic coordinator’s and host university representative’s signature and send one copy to OIP.
Global Exchange Mobility Documents

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Documents to be submitted;

**CEF During/After**: if there is any change

**Certificate of Attendance**: Approved by partner university

**Transcript**: You can request an official copy from partner university or partner university may post the document directly to our office
Once you submit all of your «Before Mobility» documents to OIP, a payment order will be sent to the Finance Department.
ACADEMIC MATTERS
- If your exchange GPA is higher than 2.00 you will have the right to transfer your credit or grades to your Koç transcript. However, partially credits or grades cannot be transferred.

- If your exchange GPA is lower than 2.00 you will have no right to choose the credit or grades only option. All your exchange credits and grades will be transferred directly to your Koç transcript.

- Important Rule for students who gained Global Exchange Scholarship:
  - Students are required to take 9 KU credit worth of courses/project work, etc.
  - You are required to have an exchange GPA of 2.50 / 4.00 or higher.

- Once you receive the host university’s transcript, it’s your responsibility to take it to your faculty to start the course recognition process.
Different expectations with regards to written work, class types/size, modes of assignments, etc.

Be prepared for different styles of teaching

Research academic guidance on the host institution website

Read all the orientation materials provided by the host university

Get help from the International Office of the host university when needed

Learn who is your coordinator & academic advisor at the host university
PASSIVE MATTERS

- Passport
- Visa
- Residence Permit
- Accommodation
- Health & Safety
- Tips from OIP
If you do not have a passport or want to renew your passport, you can get an official «Student Certificate» from e-devlet and apply for a passport without paying a passport fee.
STUDENT VISA

Students can get their visa letter from KUAPP system.

ATTENTION:
Check the website of the consulate for the required visa documents

It is the responsibility of the student to fulfill the required documents and procedure and apply on time
You may need a residence permit during your stay at the host country.

Please read any pre-arrival material provided by the host university.

Get necessary documents ready before your departure.

Follow International Office’s instructions while you are there.
Many partner universities offer on/off campus accommodation

Accommodation arrangement is your responsibility

Mind the deadlines/procedures regarding housing application

Make research on student recommendations

For private accommodation, check the following:

- **Area:** Is the area safe? Do other students choose to live there?
- **Location:** Is it near the campus? If not, what is the transportation cost? Do the university provide free-transportation card?
- **Price:** Does it include bills?
HEALTH & SAFETY

- Be prepared for possible questions about Turkey. Before discussion, make sure that you know enough about the topic and discuss without taking it personally.
- Follow the rules & regulations of the host country.
- Keep your distance from any large political demonstrations.
- Photographing police, military or government buildings or monuments might be forbidden.
- Show respect and sensitivity for cultural, political and social issues.
- If there is a security concern, contact your family/university ASAP.
- In case of theft; keep a couple of copies of your passport and residence permit at different locations.
- If your passport is stolen, inform Turkish Consulate ASAP.
- If you have an accident or major health problem, inform your family, host university and KU OIP ASAP.
- Inform your host university & close friends about your emergency contacts’ details.
TIPS FROM OIP

- Check your KU e-mail address regularly
- Please complete and submit the required documents on time
- Register with the Turkish Consulate
- Please do not wait until the deadline to submit your documents especially for your visa application
- Make your own research about the host country!
- Take some brochures with you to promote Koc University (you can take them from OIP office)
- Get involved with the International Student Club at host institution
REMINDER

«Before mobility» documents should be submitted to OIP office until December 7th, 2018
Office Hours: From Monday to Friday between 11:30-12:30 & 14:00-15:00

E-mail: kuapp@ku.edu.tr

Office: Student Center Floor -3/ Room B396
LIFE IS AN ADVENTURE
DARE IT!