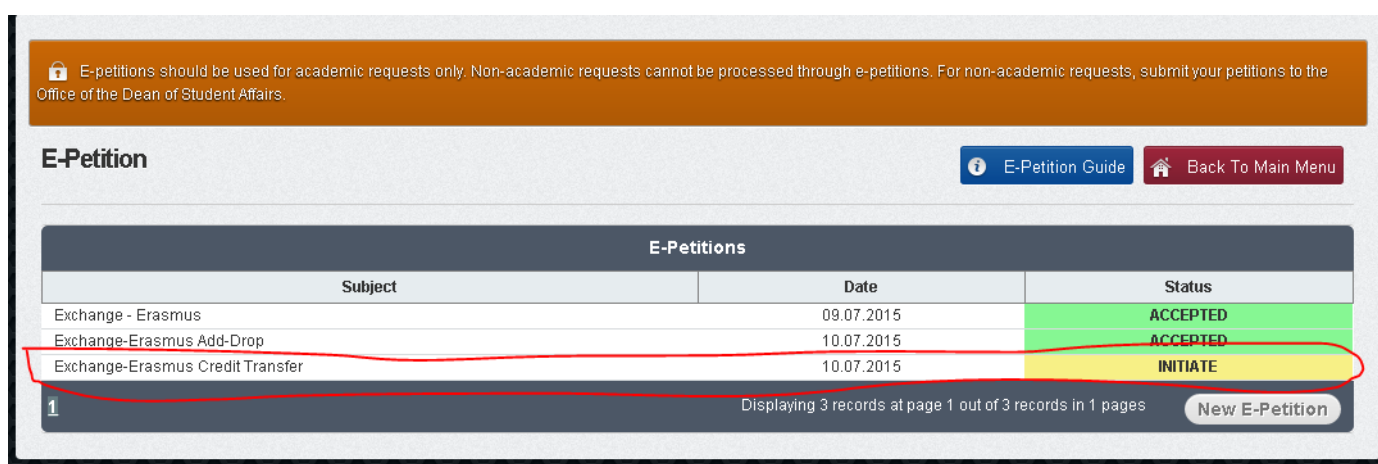# Guidelines for the petition for transfer of credits

to be completed after the Exchange/Erasmus period abroad

When the student's transcript arrives at the Office of International Relations, the grades and credits shown on the transcript are entered to the BUIS system, and the transcript is scanned and uploaded. Once this procedure is complete, the student receives a notification e-mail saying that the credit transfer petition may be initiated.

Step 1. Student

Once you log in to the E-Petition system, the following screen will be available:

Click on the "**Exchange-Erasmus Credit Transfer**" entry and you will the list of courses as they appear on your transcript.

Please make sure that all the courses appear with the right code, name, credits and grade. It is your responsibility to ensure the petition is initiated with the right information. If you see that a correction is necessary, please contact the Office of International Relations; the advisors at the Office will review you request. Any revision requested at the later stages will most probably prolong the petition time, so please make sure that the information you submit is correct.
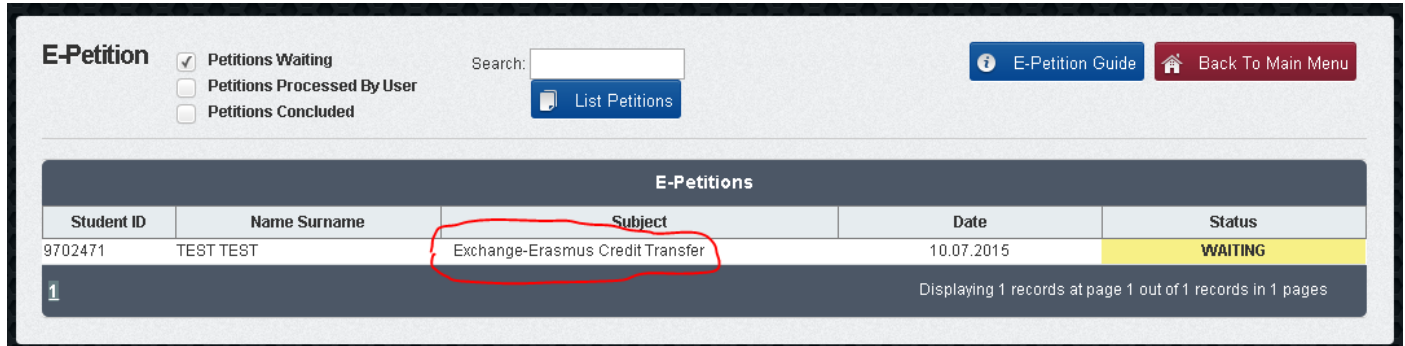
It is of utmost importance that you meet with your academic advisor/departmental exchange coordinator before you submit your petition. Many departments have certain documents they need to be filled out before the transfer petitions are initiated; you should scan and upload any such document to your e-petition so that it is submitted electronically along with your petition.

Once you press the "Submit" button to initiate the petition, your request will be sent to your academic advisor.

Step 2: Advisor/Coordinator
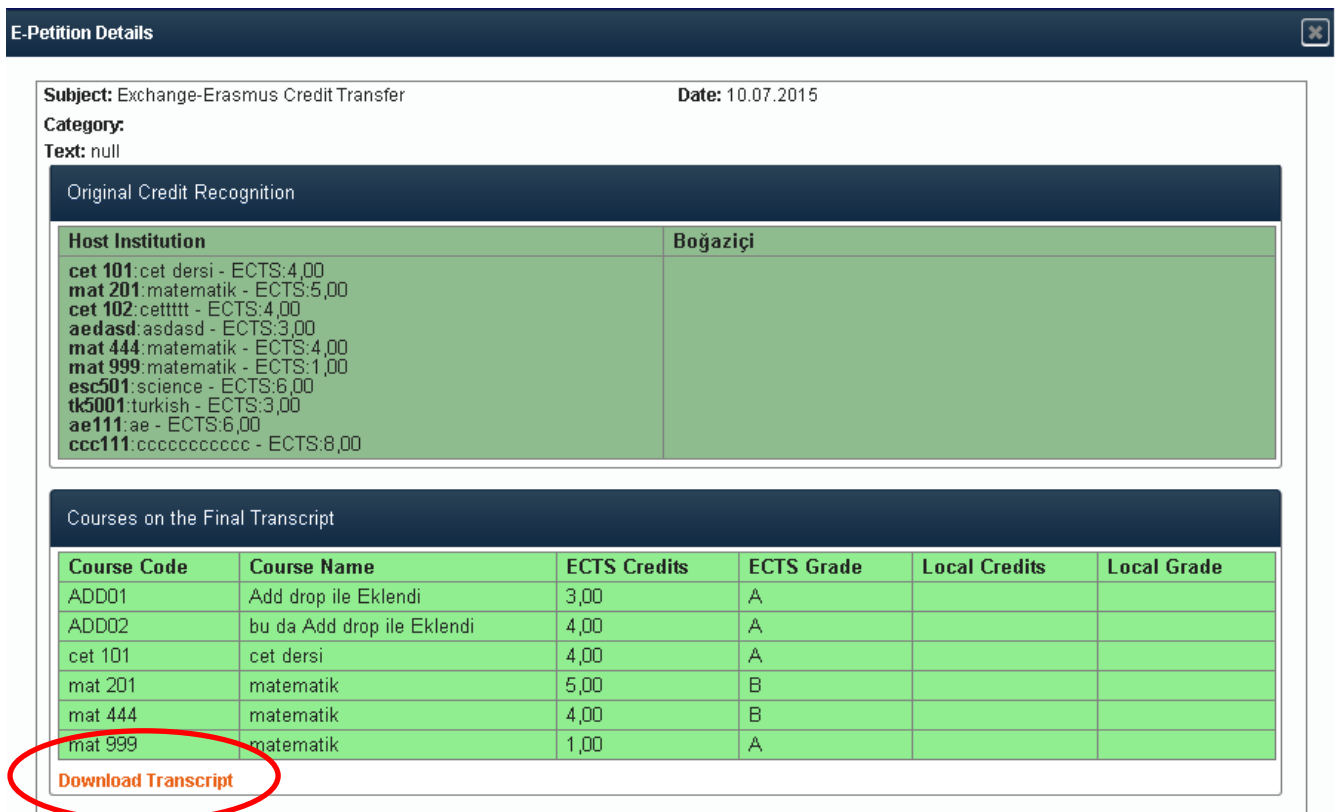
Step 2a. Academic Advisor

Enter the E-Petition screen though your ÖBİKAS account, select "**E-Petition**" and press **Next** to reach the following screen:

Once you click on the "**Exchange-Erasmus Credit Transfer**" entry, you will reach the following screen (shown in 3 parts):

Part 1: At the top part, you will see the "**Original Credit Recognition**" table, comprising two columns and the original credit matching that was approved before the student left for the host institution (the very first Exchange-Erasmus petition the student must have submitted). Just below this first one, there is a second table entitled "Courses on the Final Transcript" which shows all the courses, along with their credits and grades, which the student successfully completed. You may click on the "**Download Transcript**" button to download the transcript provided by the host institution.

Please note that even though a student may have completed a course "successfully," which means that the student has passed that course at the host institution, **the grade obtained must be equivalent to at least C for an undergraduate student and at least B for a graduate student** if that course is to be transferred. Many European universities now issue an ECTS Grade along with their national grades. The **Senate** decision dated 27.06.2012 provides the following grade conversion tables:

For **undergraduate** students:

ECTS Grade	Equivalent Boğaziçi Grade	Grade on Boğaziçi transcript
A	AA	P
B	BA	P
C	BB	P
D	CC	P
E	DD	(not transferred)
FX	F	(not transferred)
F	F	(not transferred)

For **graduate** students:

ECTS Grade	Equivalent Boğaziçi Grade	Grade on Boğaziçi transcript
A	AA	P
B	BA	P
C	BB	P
D	CC	(not transferred)
E	DD	(not transferred)
FX	F	(not transferred)
F	F	(not transferred)

Part 2: Below the two tables mentioned in Part 1, you will see the course matching tables that you had previously encountered on the first Exchange-Erasmus petition. Any prior course matching will show here as a pre-existing match if the student has successfully completed the courses involved. You may modify the pre-existing matches and also propose new ones.

When you click on a "Suggested Course" [1], the course will be moved to the box "**Student Selected Exchange Courses**" [3]; when you click on a "BOUN Course" [2] (please enter a letter/number in the empty box [4] to start searching for a course of the curriculum), that course will be moved to the box "**BOUN Selected Courses**" [5]. (Note: If a student has proposed a course match for your consideration, this proposal will appear within the same bullet as the "Suggested Course" [A]). Please note that either box **may contain more than one course.**.

Once you select the courses, press "**Match Selected Courses**" [6]; this will create a "**Course Group**" [7]. This matching consititues the proposal to the Facultfor how the credits should be recognized. Note that you do not have to include all the "**Suggested Courses**" in a group. You can also select generic course groups like "DEPT ELECTIVE", "COMPLEMENTARY COURSE" from the BOUN Course List as well.

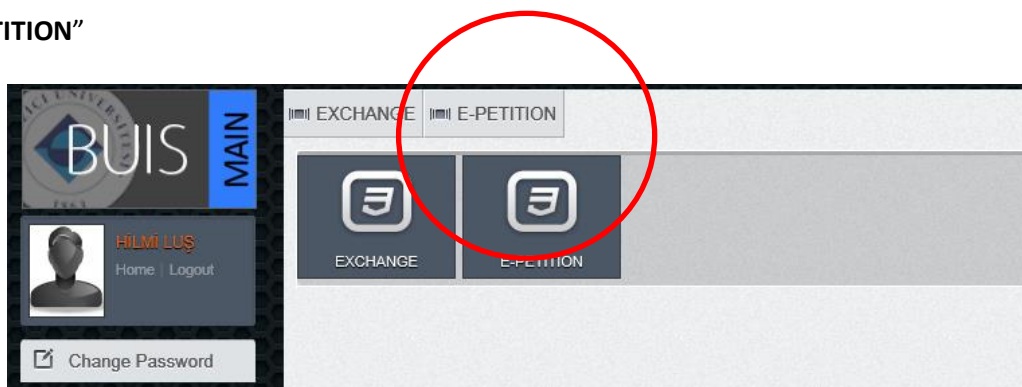**Part 3**: At the lower end of the screen, you will see various buttons.

If you realize any mistakes regarding the courses and the transcript (e.g. the name of a course contains errors, the grade entered is not correct etc.), you may send the petition back to the student by pressing the "**Request Revision**" **[8]** button: this action will send the petition back to the student and will allow her/him have the necessary modifications done. You may also send a message to the student (recommended in order to keep track of the requests) by typing the message in the "**Message to Student**" box and pressing on the "**Send Message to Student Button**" **[9]**. The process described above will have to be repeated for as many revisions as requested. When you finalize the suggested courses and credit transfer groups, please press the "**Approved**" **[10]** button; this action will send the petiton to your Program's Exchange/Erasmus coordinator.

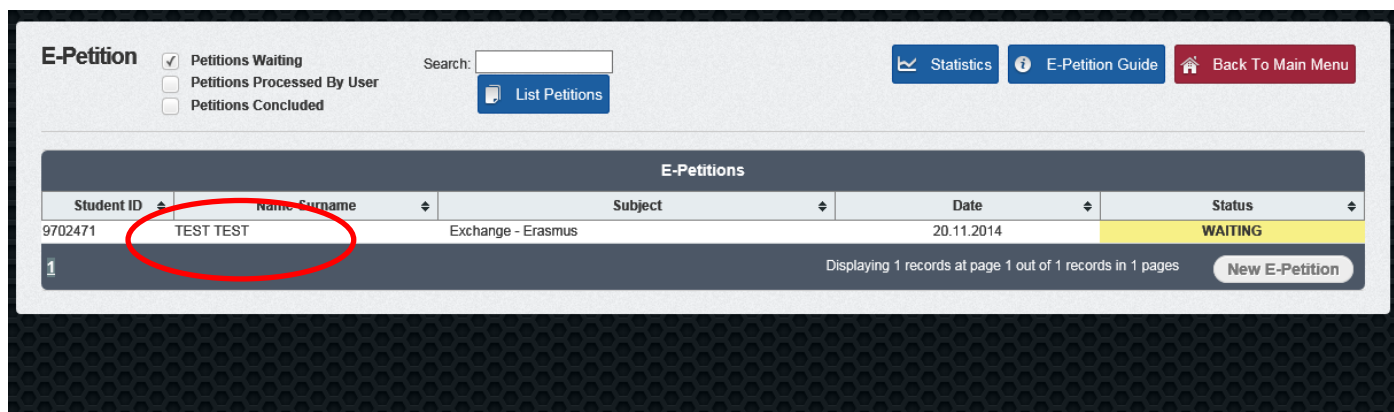## Step 2b. Exchange/Erasmus Coordinator

Please go to the **BUIS** system and login:
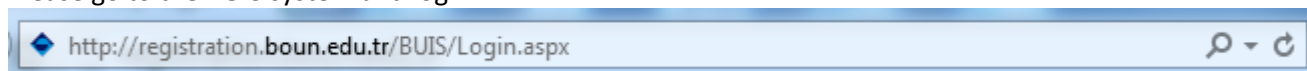
Click on "**E-PETITION**"

Click on the student's name whose Exchange-Erasmus petition you would like to review:

If the Advisor has already prepared/proposed **Course Groups** to be used in the transfer and if you agree with the Suggested Courses and the Course Groups, then press the "**Approved**" **[1]** button. If you realize any mistakes regarding the courses and the transcript (e.g. the name of a course contains errors, the grade entered is not correct etc.), you may send the petition back to the student by pressing the "**Request Revision**" **[2]** button: this action will send the petition back to the student and will allow her/him have the necessary modifications done. You may also send a message to the student (recommended in order to keep track of the requests) by typing the message in the "**Message to Student**" box and pressing on the "**Send Message to Student Button**" **[3]**.

More importantly, if no Groups are constructed yet (the choice of who will construct the groups [Advisor or Coordinator] resides with the Program), then please complete "**ADVISORS: STEP 2a**" .

When you finalize the suggested courses and credit transfer groups, please press the "**Approved**" button; this action will send the petiton to the approval of your Department.

Further Steps

Two more approvals are required before the petition is finalized:

1. Approval by the Department, after which the petition is sent to the Faculty/School/Institute.

2. Approval by the Faculty/School/Institute.