

Erasmus Outgoing Student Workflow

Stage	Tasks	Responsible	Required Documents / Notes
1. Receiving and Processing Student List	The Erasmus Office sends the department a ranked list of students based on Erasmus exam results. The top-ranked student is contacted first to select a host university and begin the course matching process. Reserve candidates are also informed. Students are given a deadline to confirm/decline.	Department Erasmus Coordinator	Ranked Student List
2. Declaration Form Approval	The student fills out the declaration form and gets it signed by the coordinator. The student scans the document and sends it to the Erasmus Office and coordinator via email. For internship mobility: the acceptance letter must be obtained first.	Student & Coordinator	Declaration Document (For Internship: Acceptance Letter)
3. Preliminary Course Evaluation (Pre-Nomination)	The student requests a semester course list and proposes preliminary matching. Coordinator and Department Chair conduct content & ECTS matching. If courses are not equivalent but acceptable, they may be counted as Department Elective or General Elective. Approved courses are added to the student's academic plan.	Coordinator & Department Chair & Student	Course Descriptions + ECTS Information
4. Pre-Nomination Approval	The course list is approved by the Department Chair and Coordinator. The coordinator informs the Erasmus Office about the student's nomination and host university preference.	Coordinator	Email notification
5. Official Nomination	Learning Agreement is prepared via OLA and signed by the student and coordinator. Documents are submitted to the Erasmus Office. The Erasmus Office officially nominates the student to the host university. The student completes the host university application and submits the signed Learning Agreement.	Student & Coordinator & Erasmus Office	Learning Agreement (OLA)
6. OLA Approval & Visa Application	If the host institution uses OLA, the student fills it and the coordinator approves. The student applies for a visa. In case of visa rejection, a second chance is evaluated by the Erasmus Office and department. If the student withdraws, the next candidate is contacted.	Student & Coordinator	OLA Documents + Visa Application Documents
7. Course Changes After Arrival	In case of clashes/capacity issues, course changes are updated in the "Changes" section of the LA, and signed by both the department and host university.	Student & Coordinator & Host Institution	LA – Changes Section
8. Course Recognition After Mobility	Upon return, the student submits required documents: • Course Recognition Petition • Learning Agreement (with changes, if any) • Transcript of Records The coordinator completes the Faculty Course Recognition Form and collects signatures. After Faculty Board approval, grades are entered into the system.	Student & Coordinator & Faculty	LA + Transcript + Petition + Recognition Form
9. Grade Conversion	Grade conversion is carried out by the department's Adaptation Committee, considering grading systems across countries. Consistency with prior examples is ensured when possible. If percentages are available, AGU grade scale is applied.	Coordinator & Faculty	Grade conversion tables